



# CRAO

A UNIT OF THE MEDICAL SCHOOL OFFICE OF RESEARCH

Check out our website!!  
<http://tinyurl.com/crao-mbect>

Access the New Platform Here:  
<https://crao-mbect.umms.med.umich.edu>  
Network ID: Your Uniqname, Password: Your Level-2 Password

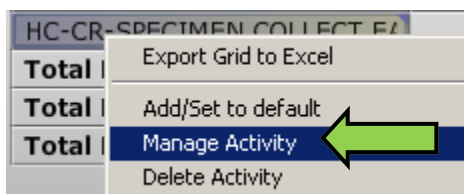
April 10, 2013 Volume 2, Issue 13

## MBECT Tips and Tricks

The MBECT Team: [CRAO-MBECT-HELP@med.umich.edu](mailto:CRAO-MBECT-HELP@med.umich.edu)  
or (734) 764-KNOW(5669)

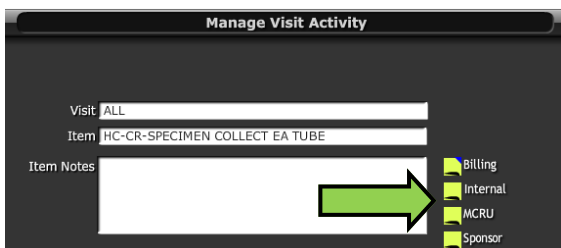
### Adding Comments

The new system has many places for users to add notes to the system to help with whatever your individual work flow needs might be. However, only some of these notes actually print on your final documents. To add a comment to your Billing Calendar, MCRU Schedule of Events, or Budgets, follow these three easy steps:

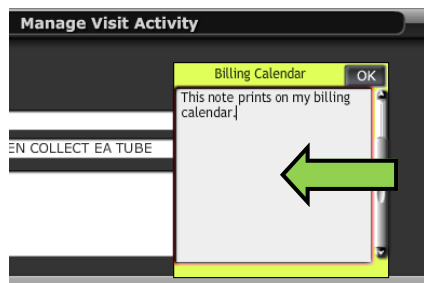


1) On the Activity Tab, left click to highlight the name of an item and then right click to pull up the menu. Select "Manage Activity".

2) In the window that pops-up there are a series of icons on the right side.



3) Click on the "Post-it Note" icon for the report where you would like your comment to print and start typing.



Need more help with comments? Contact the help desk for help with **your** situation.

### Events



#### Training is still available.

Sign up to receive training in person here:  
<http://tinyurl.com/MBECT-Training>  
or search for keyword CRAO on the MLearning site here:  
<http://mlearning.med.umich.edu/>

- **Friday Workshops**
  - **Where:** NCRC Bldg. 10, G062B
  - **When:** 9-11 am and 1-4 pm
- **Clinical Research Billing Town Hall**
  - **Where:** CVC Danto Auditorium
  - **When:** Friday April 19th, 2013 and Friday May 24th, 2013 from 2:00 PM - 3:00 PM

As always, we appreciate any form of feedback and would love to have your thoughts about how this style of communication works for you. Do you have topics you'd like addressed? Let us know! You can always contact our help desk at [CRAO-MBECT-HELP@med.umich.edu](mailto:CRAO-MBECT-HELP@med.umich.edu) or by calling 734-764-KNOW (5669) .

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The Clinical Research Calendar Review & Analysis Office is part of the Office of Research, where our mission is to foster an environment of innovation and efficiency that serves the U-M Medical School community and supports biomedical science from insight to impact.