During the eResearch application process, it's common to insert temporary dummy text in fields you intend to complete later. Though this can be a useful practice while preparing your application, it's also easy to forget to return to those fields and replace the dummy text with the information IRBMED needs to review your study. It's a good idea to create reminders for yourself, so that IRBMED won't have to send your application back to you, adding time to the review process.

For the next few minutes, we'll look at:

- using eResearch's note function to create *place markers* throughout your application in progress
- reviewing these place markers to identify sections of your application that you haven't yet completed
- and, finally, removing the place markers once you've completed those sections

eResearch marks all required fields with red asterisks. Until you have entered some text in a required field, the system won't allow you to continue to the next page of your application. You may decide to insert a small amount of dummy text, which you'll replace later with the required information. To remind yourself to return to the incomplete text field, create a note to yourself in eResearch. You'll find the note function in the upper left corner of every page of your application. Clicking the add button opens a new window that contains a text box. Write yourself a short reminder to complete this section, and then click OK.

You'll now notice "1 Note Total" in the upper left corner. To see the place marker you've just created, you can click the button in front of the word *Note*. This opens a list of notes, including your new place marker.

Keep in mind that while you're working on your application, this list will show you only the notes you created within a particular section. For example, here we see the notes list in section 5 of eResearch. Notice that the place marker we just created in section 1 is not there.

You can see all of your place markers after you have saved and exited your application, by clicking the Notes tab on your application's front page. Here we see place markers for both section 1 and section 5. From here, you can jump directly to either section, in order to fill in the incomplete fields.

Once you have replaced the dummy text with the information IRBMED needs to review your study, you will want to remove the place marker you created, since the section is now complete. The delete button is in the upper left corner, next to the add button. Clicking it opens a new window containing a list of notes. Select the note you wish to remove, and click delete. Now, when you review the list of notes on your application's front page, you'll notice that the place marker you just deleted is no longer there.

eResearch's note function enables you to create place markers throughout your application, which you can use to keep track of incomplete sections, and then remove when you no longer need them.

Please contact IRBMED for more information about using eResearch. Thank you.

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