

QuickGuide: Using & Viewing Form Comments

Form Comments are one type of comments reviewers can make on applications within CTO Stream. Below is a short description of how Form Comments differ from Panel Comments and how reviewers can create new Form Comments, or view Form Comments made by other reviewers.

- **Panel Comments** – Typically these comments relate to a specific question or group of questions within the application form.
- **Form Comments** – Usually more general comments about the application ‘overall’ and not necessarily about any one question or group of questions.

Note: Both types of comments are visible to other members of the REB, but not the study team.

The Form Comments functionality was recently improved to allow reviewers to view comments made on any previous submissions of the application under review.

Making a new Form Comment:

1. From the submission timeline, press ‘**Form Comments**’ from the Actions Menu.

The screenshot shows the 'Actions' menu in CTO Stream. The 'Form Comments' option, which shows 0 comments, is highlighted with a red box. A red arrow points to the 'Form Comments' icon. The background shows project details for 'ERM V2190'.

Project Title: ERM V2190	
Form Reference: Observational Provincial Amendment Form - - Protocol Amendment V2.0	
Review Reference: 1871-OPAM-Oct/2019-21242	
Project Id: 1871	Applicant Name: Mr. Scott Tomlinson
Current Committee: Demo REB	Current Status: Changes Submitted By Applicant
Application Type: Observational Provincial Amendment	Meeting: Unassigned
Clock Status: Start (0/30) days elapsed.	Assigned Reviewers: None
Conflicted Users: None	Centre: Provincial

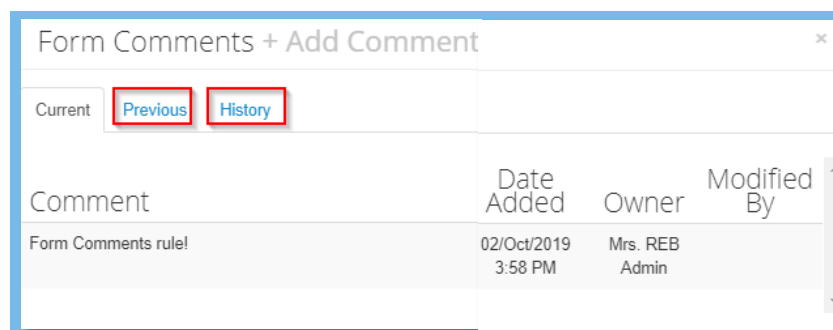
2. A pop-up window appears to display all Form Comments previously made on the current submission, the date and time each comment was made and who made the comment (Owner). To add a new Form Comment to the submission, click ‘**Add Comment**’.

The screenshot shows the 'Form Comments' pop-up window. The '+ Add Comment' button is highlighted with a red box. The window displays a table of comments with columns for Comment, Date Added, Owner, and Modified By.

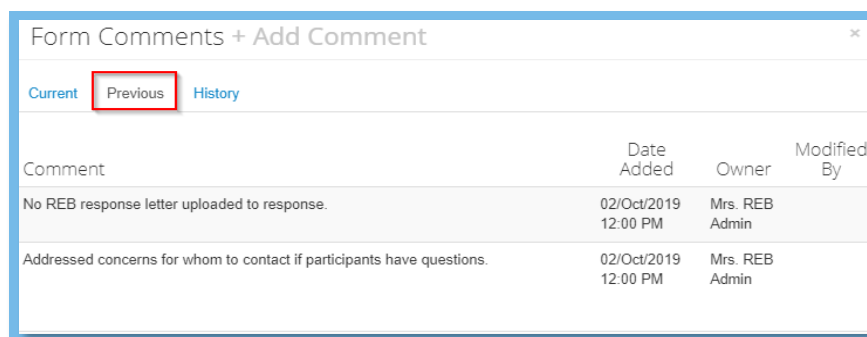
Comment	Date Added	Owner	Modified By
Form Comments rule!	02/Oct/2019 3:58 PM	Mrs. REB Admin	

Viewing Form Comments made on previous submissions of the form

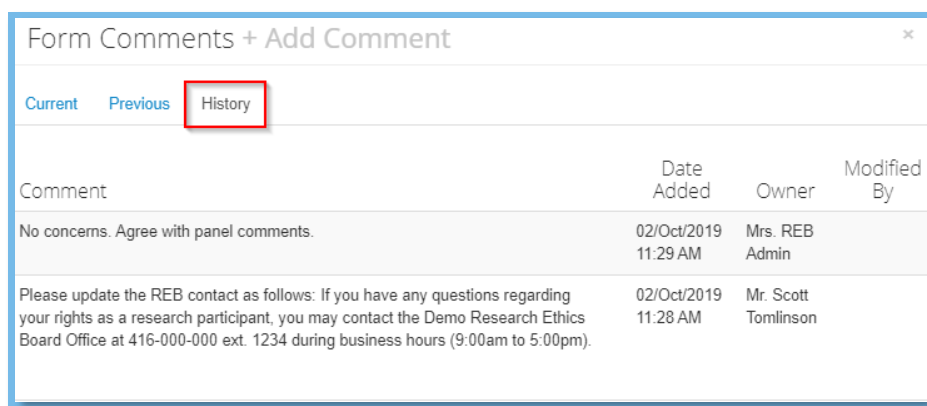
1. In addition to viewing comments on the current submission, reviewers can also view Form Comments made on the prior submission and beyond.



2. Press **'Previous'** to view any Form Comments made on the previous submission of the form.



3. Press **'History'** to display a list of Form Comments made **prior** to the previous submission. *Note: The History tab is not cumulative, so any comments made on the Current and Previous submissions do not appear in History.*



Questions?
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