# Use this Quick Reference Guide (QRG) to eForm Commenting Features

1. At the top of your browser window, type the URL: https://eria.princeton.edu and CLICK **Enter** on your keyboard.

*NOTE***: If you are off campus, VPN is required.**

2. At the prompt, **LOG IN** with your Princeton NetID and password and **ACCEPT DUO** verification. This will take you to the eRIA home page. **MAXIMIZE** the screen.

3. In the "**Assignments**" section of the Home screen, SELECT a protocol number that requires action. NOTE: If this is a modification step, UNLOCK the form by SELECTING the box labeled "**Form Locked, Unlock to Edit**" located in the upper left-hand corner of the Form. Make sure that the box is UNCHECKED and reads "**Check for Errors**" before proceeding.
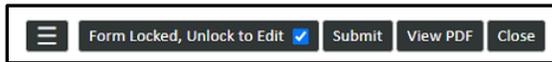

4. Making a new comment

A. Navigate to a question and SELECT the yellow pencil icon for that question.

B. SELECT "**To**" and select who will see the comment. NOTE: Sending a comment to a group does not send them an email or notification. It means that the comment is only seen to that group and no one outside of the group.

C. Add your comment in the message box.

D. SELECT "**Post**" to add your comment to the question.
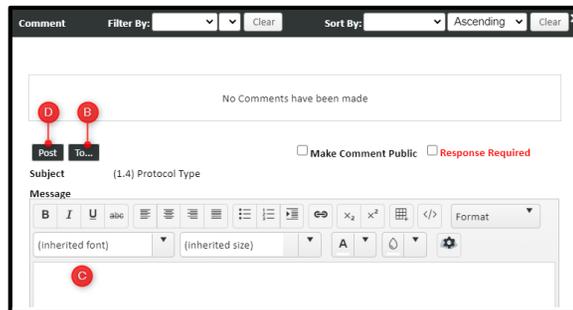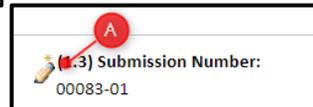
NOTE: **DO NOT** use the selections of "**Make Comment Public**" or "**Response Required**" checkboxes in the commenting feature. This functionality does not work as intended.
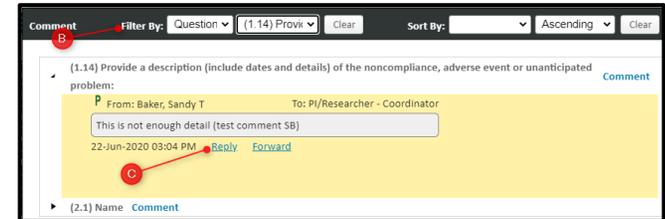

5. Replying to an existing comment

A. SELECT "Comments Panel" at the top of the navigation

B. Sort or filter all comments to display what was sent to you or most recently. Ex. To identify which comments were added most recently and require attention, select "Sort by: Posted Date Descending."

C. Determine if the comment requires changing the form. If so, edit the requested question and then select **REPLY** on the relevant comment. The recipient will be automatically filled as the group and original sender of the comment. Add your comment in the message box. SELECT "**Post**" to reply to the existing comment.

6. Tips:

A. The most recent comment that you made on a comment thread can be **EDITED** or **DELETED**.

B. You can also **REPLY** to a comment by navigating to its location in the form by following the yellow warning icons on the side navigation. SELECT the warning icon next to the question to review and reply.

C. Questions with existing comments can have new comment threads started by clicking COMMENT next to the question in the popup window.

D. Sending a comment to a group will only allow users from that group to see it.
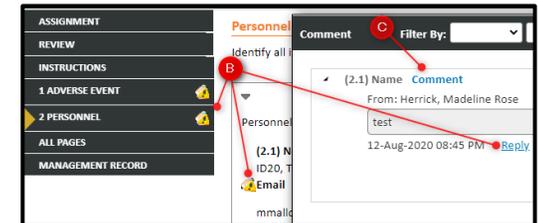
NOTE: You can post and view the group comments based on your assigned role in the system.

Available Reviewer Distribution Groups

o **Board Members** (IACUC Board Member/IACUC Coordinator/IACUC Subcommittee)

o **PI – Researcher** (PI/Investigators)

o **PI/Researcher – Coordinator** (PI/Investigators/IACUC Coordinator)

o **Pre-Review/Investigators** (PI/Investigators/Veterinary Staff/EH&S/ LAR Manager/IACUC Subcommittee/IACUC Coordinator)

7. Navigate to the Assignments tab and follow the instructions on that page to complete the review.

Navigate to eRIA Help & Training for further assistance.