



Using and Increasing the Number of Level Notes in EDISIM®

Why use Notes?

In EDISIM, notes are used to add information to a guideline beyond the data supplied with the published standard. Notes let you add your own specifics about the particular trading relationship represented by the new guideline. These can be viewed throughout EDISIM and selectively printed in Document Builder:

You can attach notes to a:

- Transaction set or message
- EDIFACT group for a guideline based on D94A and later
- Segment
- Composite
- Element or Subelement
- Code

Notes are grouped into **levels**. Each level serves a different purpose and may be intended for a different audience. You decide the purpose of each level and then consistently use them for that purpose throughout your organization.

Standards Editor offers up to 100 levels for notes.

Many companies use level 1 for notes to the trading partner and level 2 for your own company's internal use.

Some use level 3 for segment examples or for internal notes if they based their guideline on an industry guideline that used level 1 for their notes. When using industry guidelines that come with notes, use a different level for your notes rather than adding them to the end of the industry notes. That way, you can migrate your notes when new versions come out.

Some companies use a different level of note for each trading partner. That way, they can give specific notes and yet use the same guideline or MIG for multiple partners. When printing or exporting, they include only the appropriate levels for that partner.

During the guideline review phase, you can have reviewers put their comments in a specified level of notes. Then, the guideline developer considers the comments and makes changes accordingly. This is especially convenient if you have a network installation of EDISIM.

Increasing the Number of Note Levels

By default, each guideline has three levels of notes. To increase the number of levels:

1. Open or start a new guideline.
2. Choose **File | Properties**.
3. Choose the **Level Notes** tab.
4. Type or choose a new number, up to 100.

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