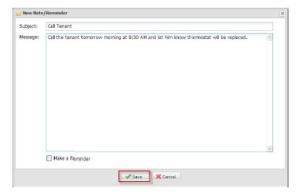
Creating a New Note

1. Click **New Note/Reminder**. The New Note/Reminder popup window will open.



- 2. In the window that opens, enter a subject and a message for the note.
- 3. Click Save.



4. Your note will be displayed in the work order's Messages tab. All notes are marked with a 📃 ion.

