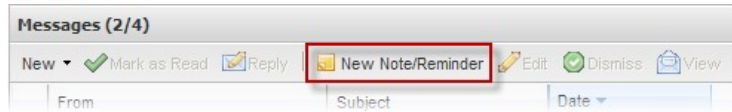
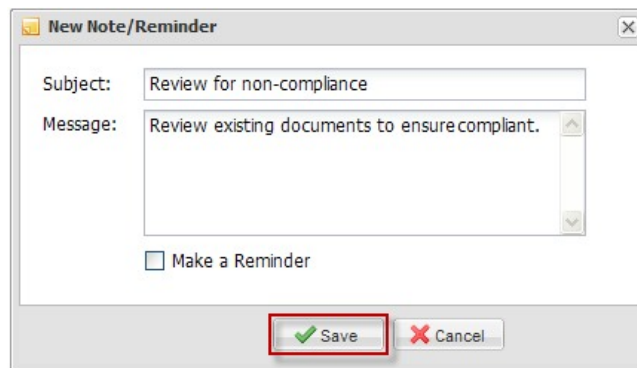


Creating a New Note

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**.

A screenshot of a 'New Note/Reminder' popup window. The window has a title bar with a yellow notepad icon and the text 'New Note/Reminder'. Inside, there are two text input fields: 'Subject:' with the text 'Review for non-compliance' and 'Message:' with the text 'Review existing documents to ensure compliant.'. Below these fields is a checkbox labeled 'Make a Reminder' which is currently unchecked. At the bottom of the window, there are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon). The 'Save' button is highlighted with a red rectangular box.

4. Your note will be displayed in the COI's Messages tab. All notes are marked with a  icon.