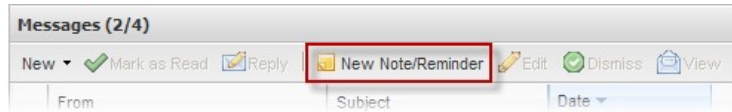
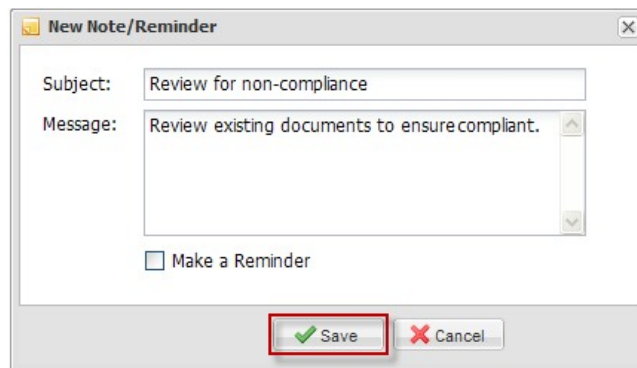


Creating a New Note

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. It has a title bar with a close button. The window contains a 'Subject:' label followed by a text input field containing 'Review for non-compliance'. Below that is a 'Message:' label followed by a larger text area containing 'Review existing documents to ensure compliant.'. At the bottom left is a checkbox labeled 'Make a Reminder'. At the bottom right are two buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon). The 'Save' button is highlighted with a red box.

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