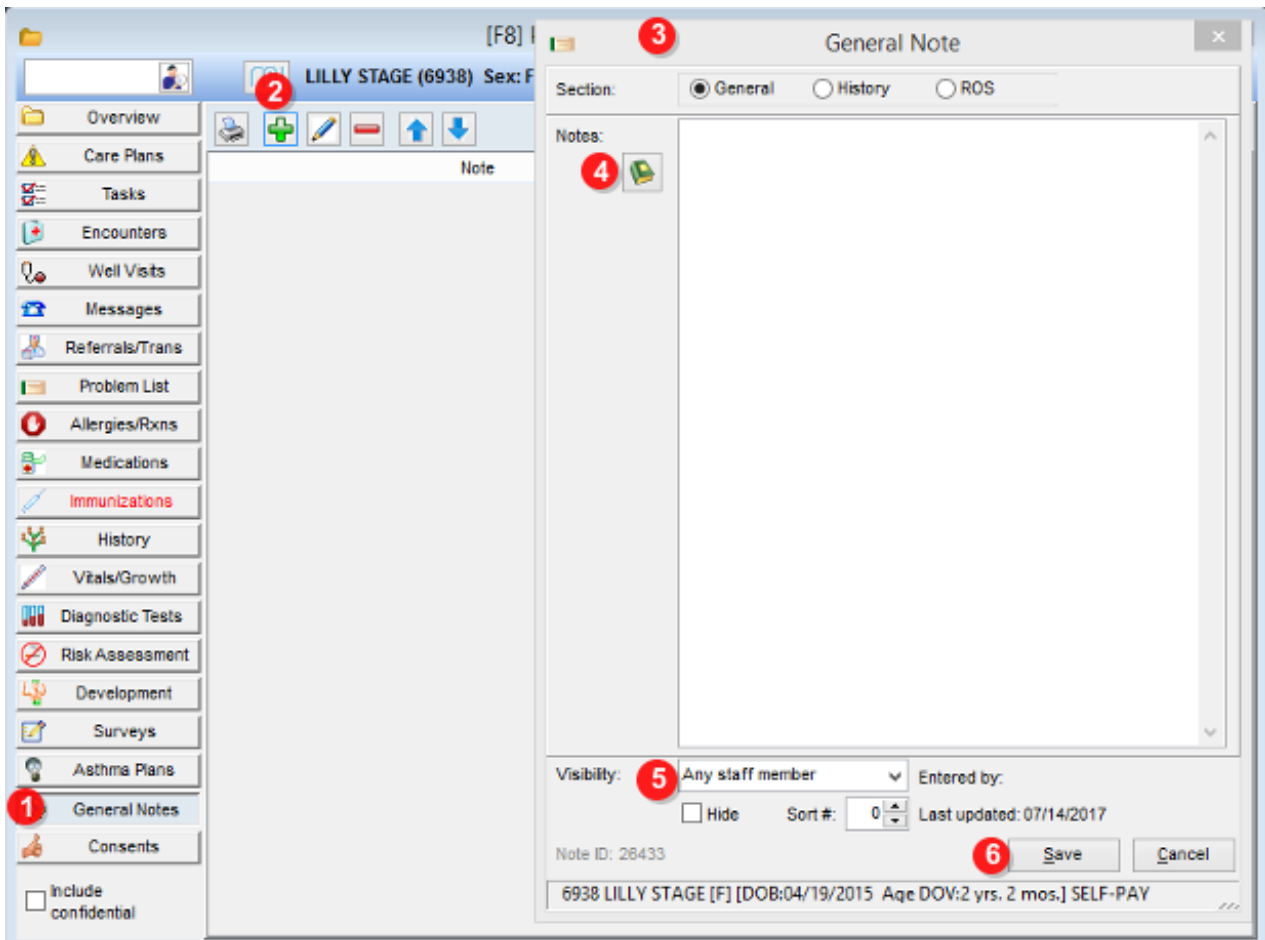


Adding a New General Note

Last Modified on 05/23/2019 10:20 am EDT

Version 14.19

1. Open the General Notes List.
2. Click the **Plus Sign** button to open the **General Note Window**.
3. The radio button for General Note is automatically selected.
4. In the open text field you can enter your note.
 - Click the Phrase Construction icon to write your note using pre-defined phrases previously created.
5. Set the Visibility by using the **dropdown** button next to Visibility.
6. Click **Save** when you are finished.



Version 14.10

1. Open the General Notes List.
2. Click the **Plus Sign** button to open the **General Note Window**.

3. The radio button for General Note is automatically selected.
4. In the open text field you can enter your note.
 - Click the Phrase Construction icon to write your note using pre-defined phrases previously created.
5. Set the Visibility by using the **dropdown** button next to Visibility.
6. Click **Save** when you are finished.

