Create a Note
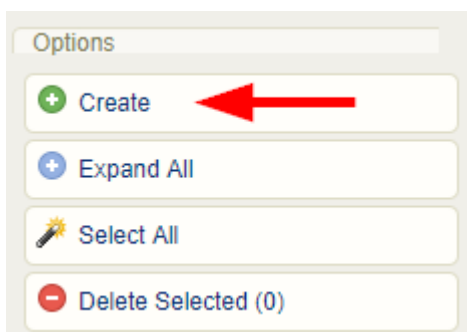
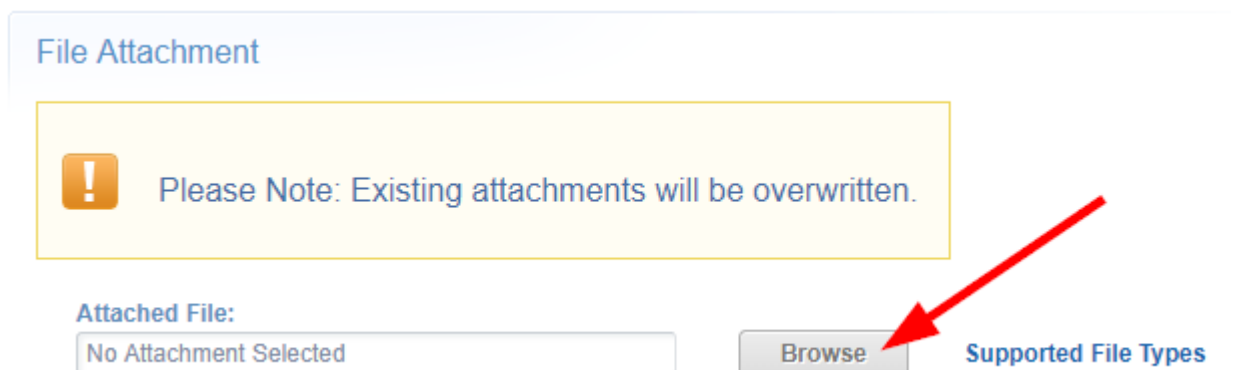> You must create new notes from a user's profile.

1. Navigate to the Indvidual's Notes .

2. Select **Create** from the options menu. If you cannot see the menu, show the Tool Panel .

3. Complete the form.

       a. Select the note type.

       b. Enter note text.

4. Optionally attach a file. Each note may have one attachment. Select **Browse** under the

    File Attachment section to select the file you want to attach to the note.

5. **Create**.