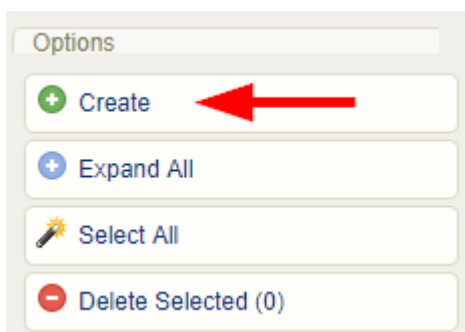


Create a Note

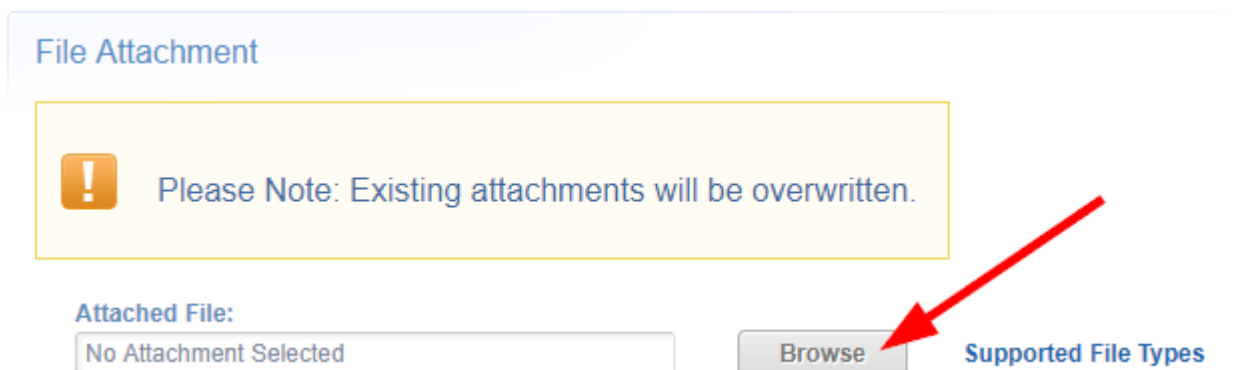


You must create new notes from a user's profile.

1. Navigate to the [Individual'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**.