

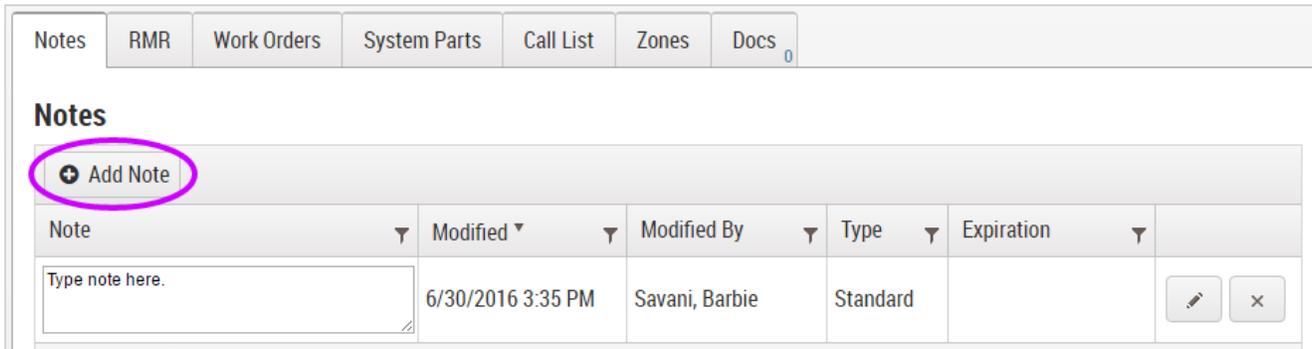
# Notes Tab

Last Modified on 11/08/2016 9:31 pm EST

Add internal notes about the system.

## Adding a System Note

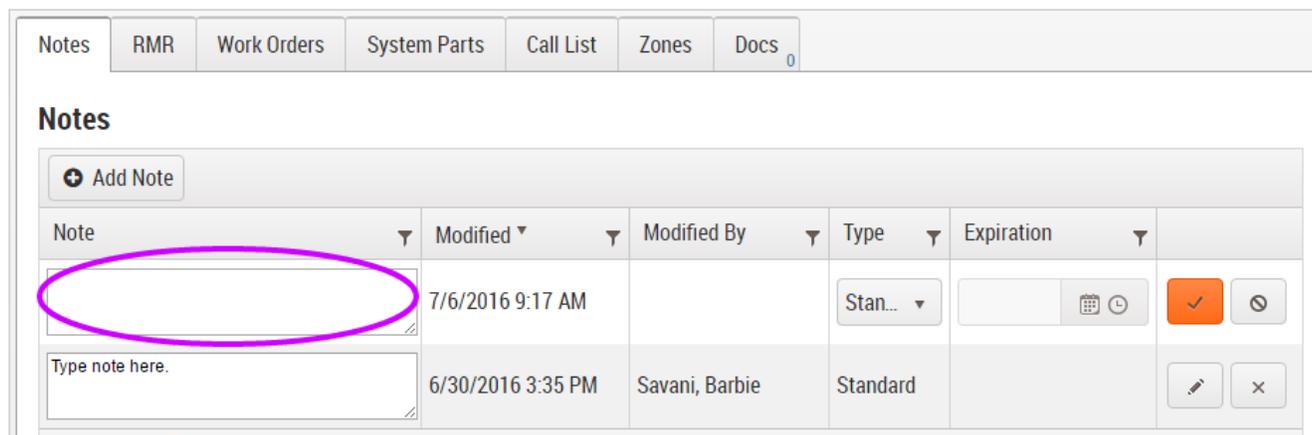
Click "Add Note" on the left side of the page.



The screenshot shows the 'Notes' tab interface. At the top, there are navigation tabs: 'Notes', 'RMR', 'Work Orders', 'System Parts', 'Call List', 'Zones', and 'Docs' with a '0' next to it. Below the tabs, the 'Notes' section is titled. A button labeled '+ Add Note' is circled in purple. Below this button is a table with the following columns: 'Note', 'Modified', 'Modified By', 'Type', and 'Expiration'. The first row of the table contains the text 'Type note here.' in the 'Note' column, '6/30/2016 3:35 PM' in the 'Modified' column, 'Savani, Barbie' in the 'Modified By' column, 'Standard' in the 'Type' column, and an empty 'Expiration' column. To the right of the table, there are two buttons: a pencil icon and an 'x' icon.

## Enter Note

Type the note in the white box under the "Note" header.



The screenshot shows the 'Notes' tab interface. At the top, there are navigation tabs: 'Notes', 'RMR', 'Work Orders', 'System Parts', 'Call List', 'Zones', and 'Docs' with a '0' next to it. Below the tabs, the 'Notes' section is titled. A button labeled '+ Add Note' is visible. Below this button is a table with the following columns: 'Note', 'Modified', 'Modified By', 'Type', and 'Expiration'. The first row of the table contains an empty text input field in the 'Note' column, '7/6/2016 9:17 AM' in the 'Modified' column, an empty 'Modified By' column, 'Stan...' in the 'Type' column, and an empty 'Expiration' column. To the right of the table, there are two buttons: an orange checkmark button and a grey 'x' button. The second row of the table contains the text 'Type note here.' in the 'Note' column, '6/30/2016 3:35 PM' in the 'Modified' column, 'Savani, Barbie' in the 'Modified By' column, 'Standard' in the 'Type' column, and an empty 'Expiration' column. To the right of the table, there are two buttons: a pencil icon and an 'x' icon.

## Type

Select the note type from the dropdown box.

Notes RMR Work Orders System Parts Call List Zones Docs 0

### Notes

+ Add Note

Note	Modified	Modified By	Type	Expiration	
<input type="text"/>	7/6/2016 9:17 AM		Stan...	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
Type note here.	6/30/2016 3:35 PM	Savani, Barbie	Standard		<input type="checkbox"/> <input type="checkbox"/>

## Standard

This is an internal note at the system level.

## Critical

This is an internal note at the system level that will appear every time you open the System Details Page.

## Expiration

"Expiration" only applies to critical notes. Select the date and time you would like the note to expire. The note will no longer appear everytime you open the System Details Page after this date.

Notes RMR Work Orders System Parts Call List Zones Docs 0

### Notes

+ Add Note

Note	Modified	Modified By	Type	Expiration	
<input type="text"/>	7/6/2016 9:17 AM		Stan...	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
Type note here.	6/30/2016 3:35 PM	Savani, Barbie	Standard		<input type="checkbox"/> <input type="checkbox"/>

## Save

Click the check mark on the right side of the screen to save.

Notes RMR Work Orders System Parts Call List Zones Docs 0

### Notes

+ Add Note

Note	Modified	Modified By	Type	Expiration	
	7/6/2016 9:17 AM		Stan...		 
Type note here.	6/30/2016 3:35 PM	Savani, Barbie	Standard		 

### Editing a Note

Click the pencil icon to the to the right of the note you would like to edit.

Notes RMR Work Orders System Parts Call List Zones Docs 0

### Notes

+ Add Note

Note	Modified	Modified By	Type	Expiration	
null	7/6/2016 9:34 AM	Savani, Barbie	Standard		 
Type note here.	6/30/2016 3:35 PM	Savani, Barbie	Standard		 