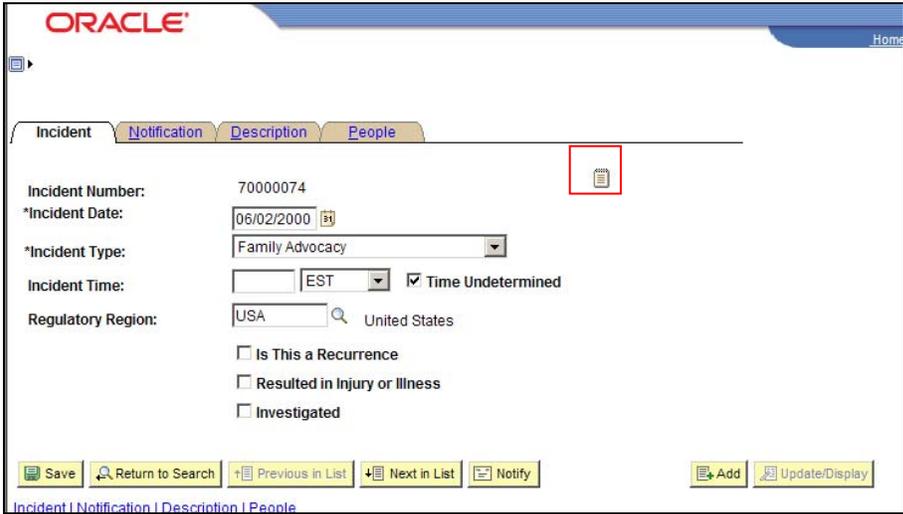
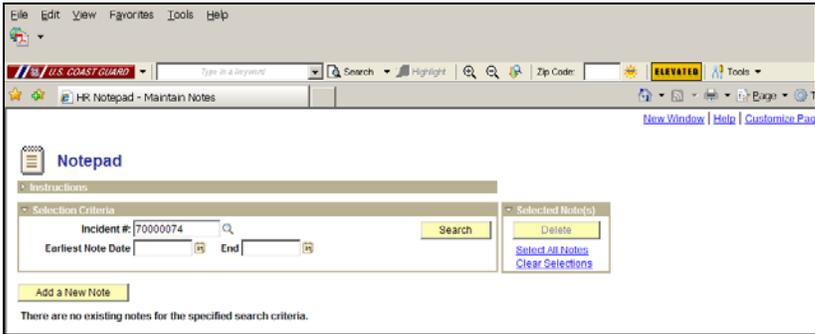


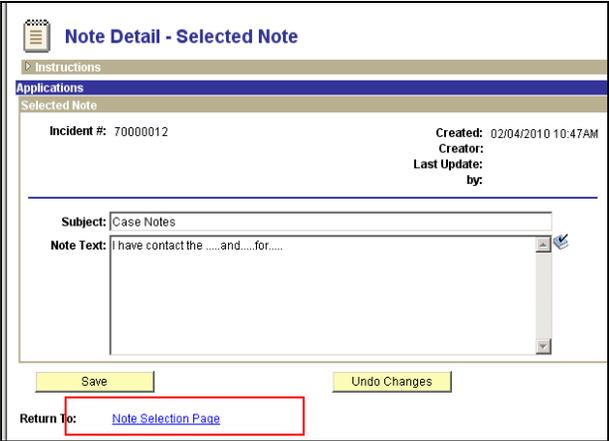
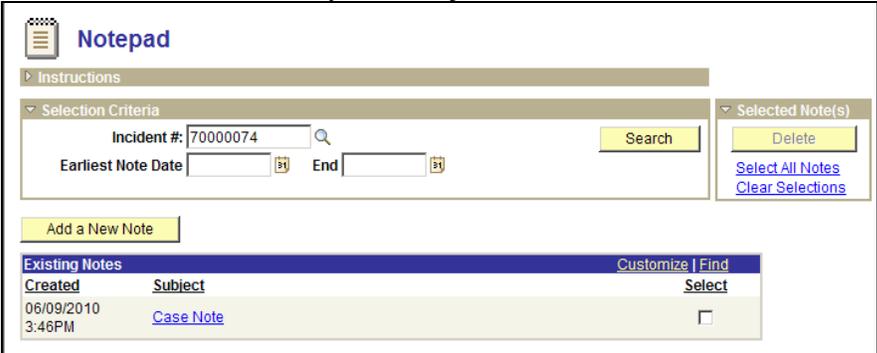
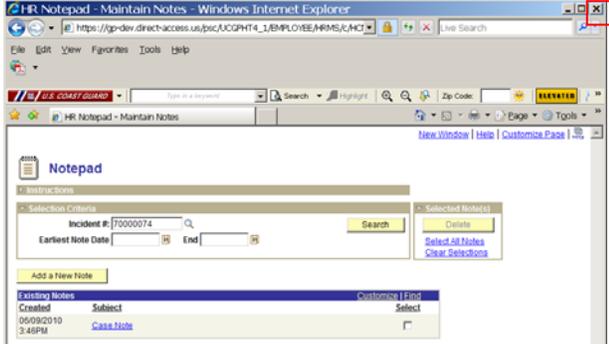
## How to Use the Notepad

**Use** The primary purpose of the Notepad is to record and track notes for an incident that has been entered into the system.

**Prerequisites** • Incident Number

**Page** • Incident - Hyperlink to Notepad

Step	Action
1	<p>To create a Note for a specific Incident, click on the <b>Notepad</b> icon on the Incident Details page.</p> 
2	<p>A new window will open. The Incident number is pre-populated.</p>  <ul style="list-style-type: none"> <li>• Click on the <b>Add a New Note</b> button.</li> </ul>

Step	Action
<p>3</p>	<p>To record a note for the selected Incident do the following:</p> <ul style="list-style-type: none"> <li>• Type the <b>Subject</b>. The Subject field is the only searchable field in Notepad, so it is best to write clear, descriptive titles for the notes.</li> <li>• Write the note into the <b>Note Text</b> box.</li> <li>• Click on the <b>Save</b> button.</li> <li>• To return to the main Notes pages, click on the <b>Note Selection Page</b> hyperlink at the bottom of the page.</li> </ul>  <p>You will now see the note that you have just added.</p> 
<p>4</p>	<p>To exit and close the window, select the [x] at the top right corner of the window.</p> 

*End of instruction on using the Notepad*