

NOTES TAB

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ADD NOTES

PRINT NOTES

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A user who has access to the folder can enter a folder note. A folder note is any comment about the correspondence folder that could provide additional information to someone who is viewing the folder. Once added, a folder note can not be altered or deleted.

When the user clicks the 'Notes' tab, the notes window appears as shown in **Figure 1**. All notes are marked with the date, time (Central time), and the user name who entered the note.

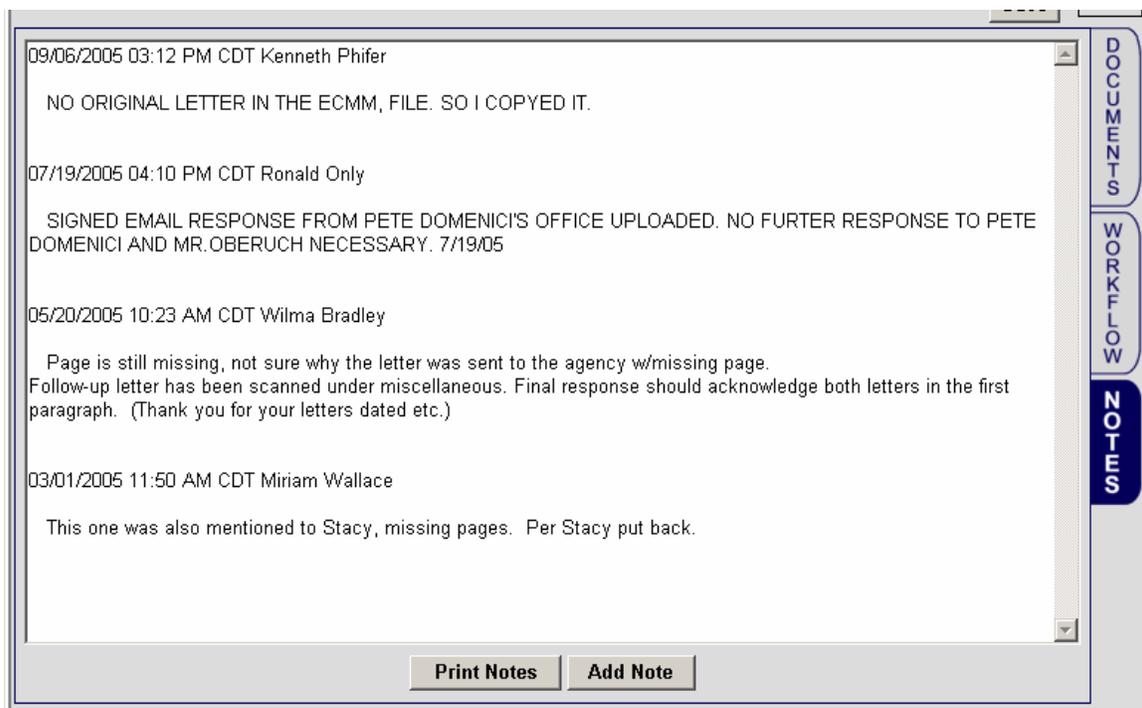


Figure 1: Folder - Notes Tab

ADD NOTES

To add a note to the folder, the user clicks the <Add Note> button. The pop-up shown in **Figure 2** is displayed.

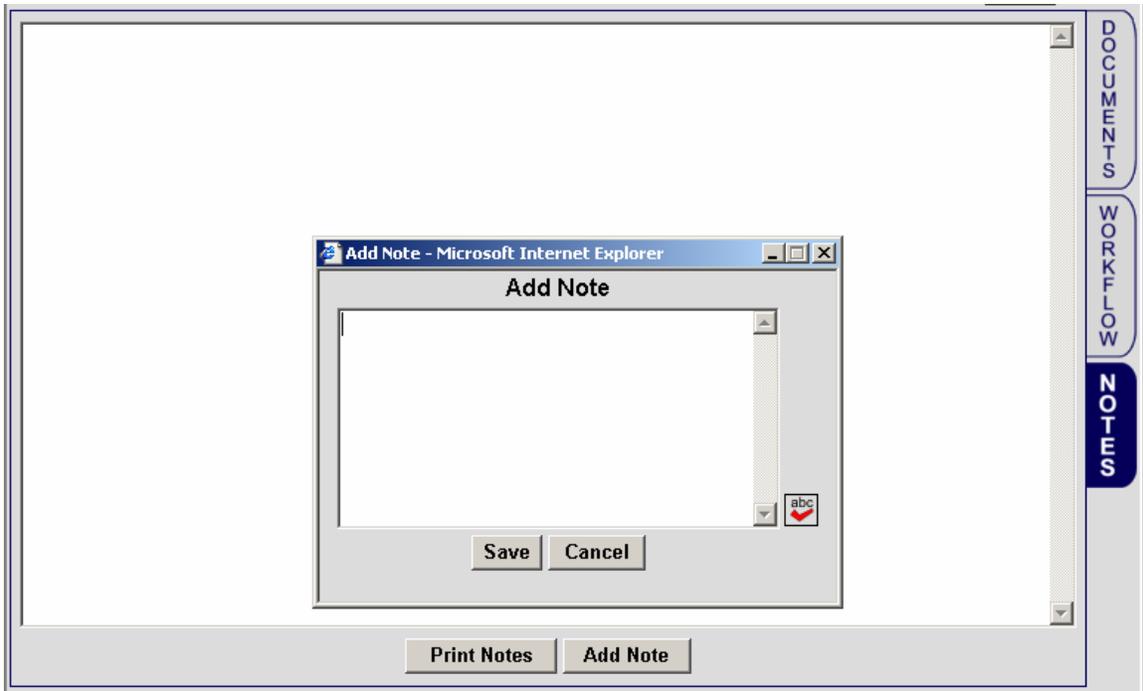


Figure 2: Add Note

The user types the notes in the box as seen in **Figure 3**. Before saving, the notes can be checked for spelling by clicking the 'abc' icon.



Figure 3: Add Note Dialogue Box

Clicking <Save> saves the notes to the folder as shown in **Figure 4**. Clicking <Cancel> closes the dialog box and returns the user to the Notes Tab.

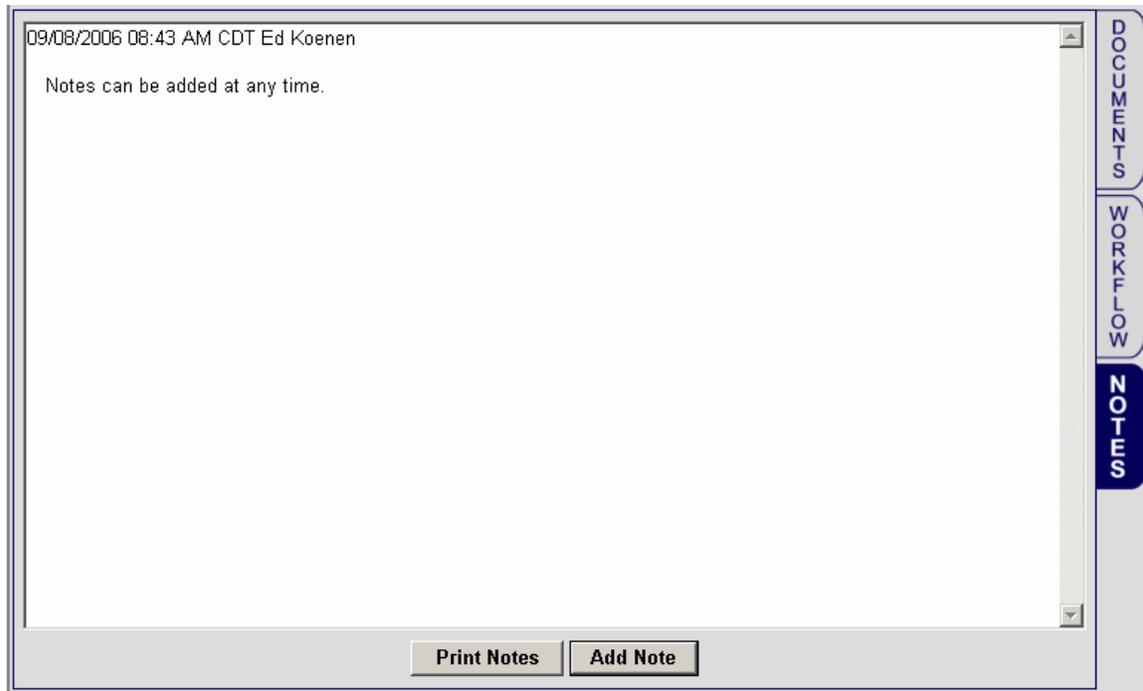


Figure 4: Notes Tab

PRINT NOTES

To read notes, the user can scroll down through them or use the <Print Notes> key. <Print Notes> displays all the folder notes in a pop-up screen as shown in **Figure 5**. To print the contents, the user clicks 'File' and 'Print'.

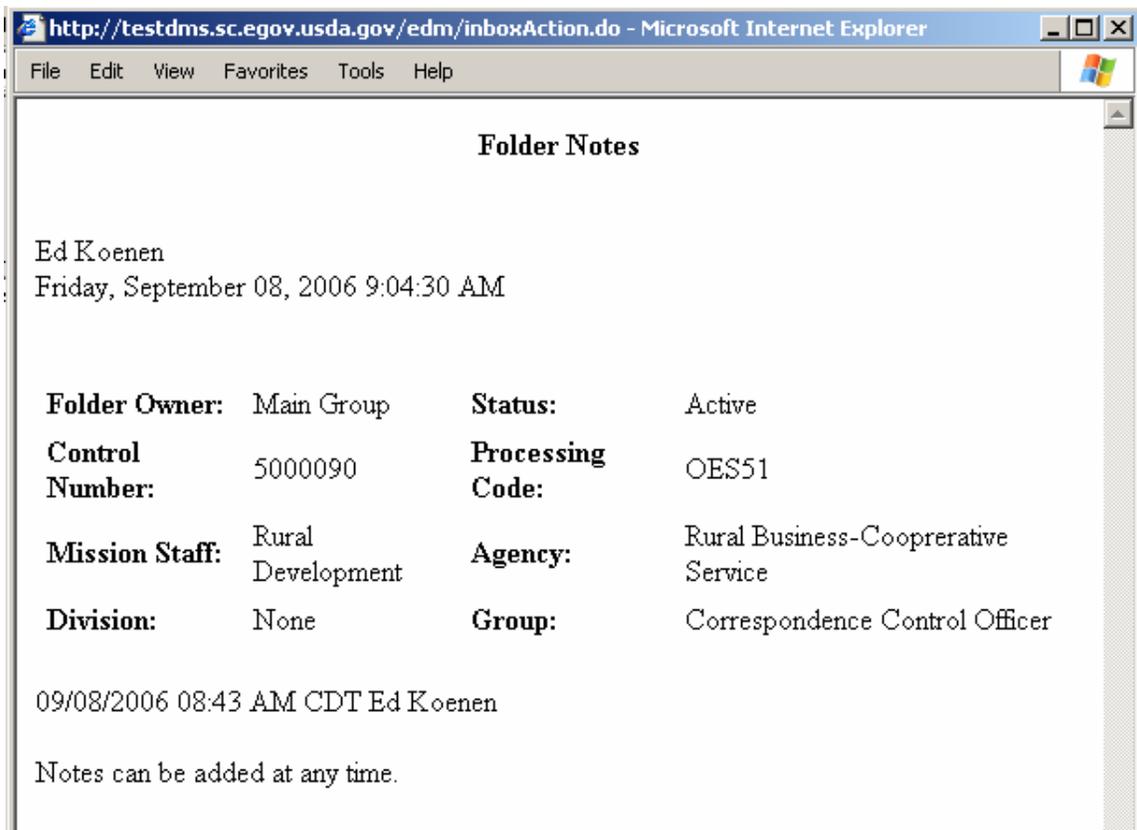


Figure 5: Print Folder Notes