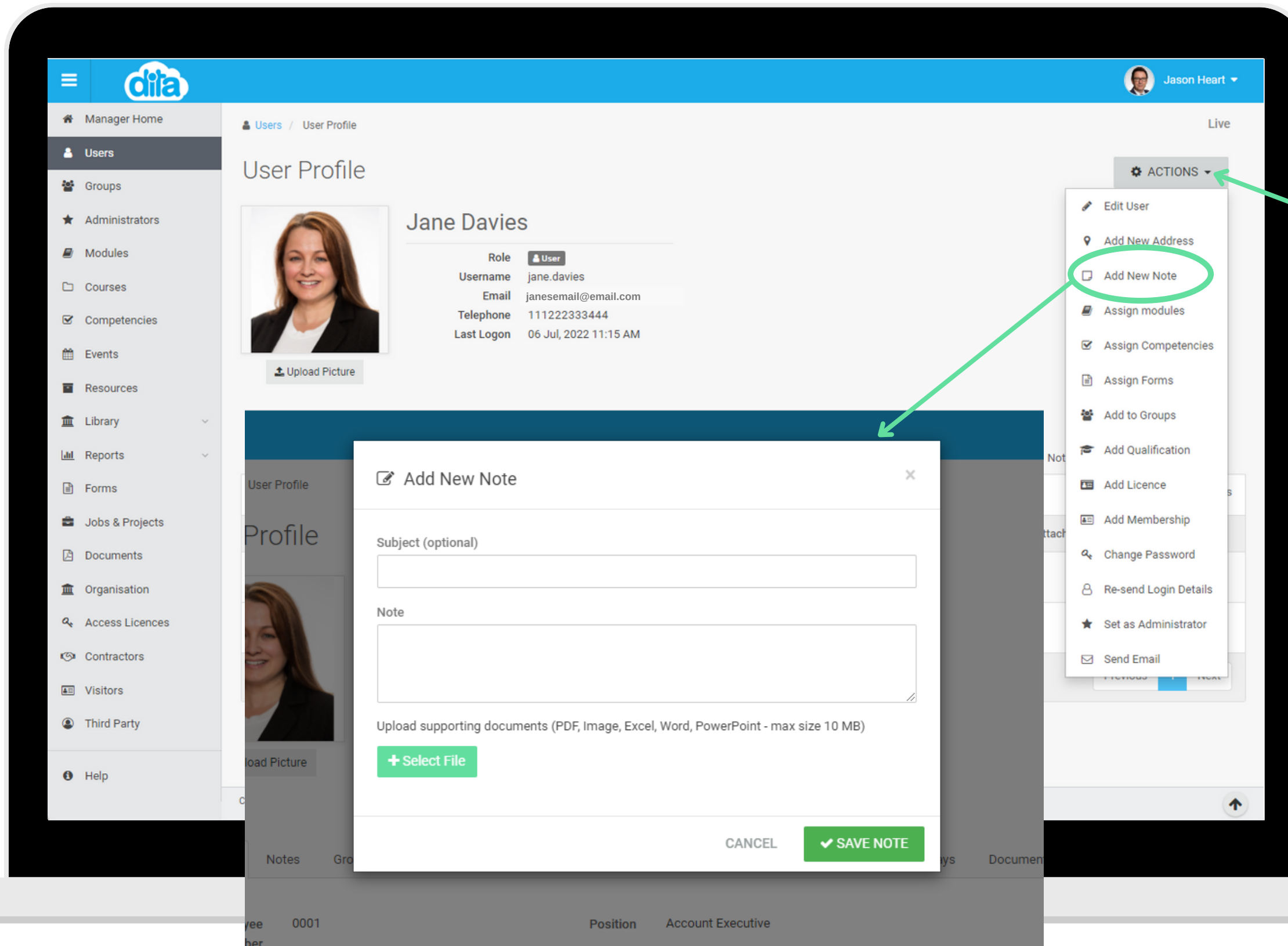


User Notes - Add a Supporting Document



The Notes function in the User's Profile has had an update! You can now upload a Supporting Document to any user note created in the system. Add an Image, PDF, Excel, PowerPoint or Word document



- ### In the User Profile
- Select the **Upper Level Action**
 - Click on **"Add New Note"**
 - A pop-up box will appear
 - Create your Note and Click **"Select File"** to upload the Supporting Document
 - Select **"Save Note"**