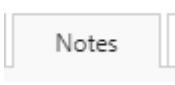
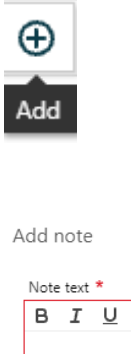
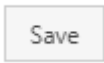
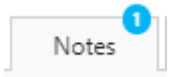


Create memo

This guide describes how you create a memo on a case.

Memos can be used to note information on a case that might be relevant in relation to the processing of the case, but does not fall under the filing obligation. Memos can be used as a post-it note on a case.

Memos can also be used to meet the formal filing obligation in relation to case processing where information is obtained orally and must be included in the case as a formal record documenting the information. If this is the case, the memo must be added to the case as a formal record.

Phase	Instructions	Navigation
Open Case	Open the relevant case	
Choose the tab Notes	Choose the tab Notes . Fanen vises på nedersThe tab id displayed in the bottom half of the page..	
Add note	Press the circled plus-sign on the left of the tab. An 'Add note'-window opens. Write your memo in the red square Note text .	
Save note	Press Save to save.	
Tip	The tab will show how many notes have been made on the case.	
File a note on the case	Choose the tab Notes. Press Print Notes Choose the notes you wish to file. Press the arrow pointing right Choose Print and Save A pdf will be added to the case as a record.	