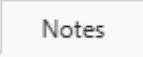

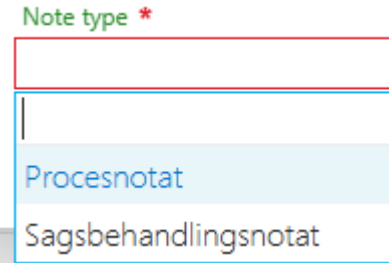

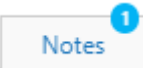




Create note

This guide describes how to create a note on a case. There are two types of notes: case management notes (e.g., phone notes) and process notes. Depending on the content, the note must be printed, i.e., recorded on the case no later than 7 days after it is created.

Read more about the different types of notes and the obligation to record them in the guide Note Types.

Instruction	Explanation	Navigation
Open case	Open the case where you want to create a note.	
Select the Notes tab	Click the Notes tab. The tab is displayed in the lower half of the window.	
Add note	Click the plus sign on the far left of the tab. A window will now open. In the note text field, write your note. Under note type , select the type of note you are creating.	 
Save note	Click Save to save the note.	
Tip	If there are note(s) on the case, this is indicated by the number shown on the notes tab.	
Record note on case	Stay on the Notes tab. Check the boxes next to the notes you want to print and save. Select Print notes .	

	<p>Click Print and Save. A PDF containing the notes will automatically be generated on the case.</p> <p>Double-click the notes you want to record on the case.</p>	
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