Customer Member
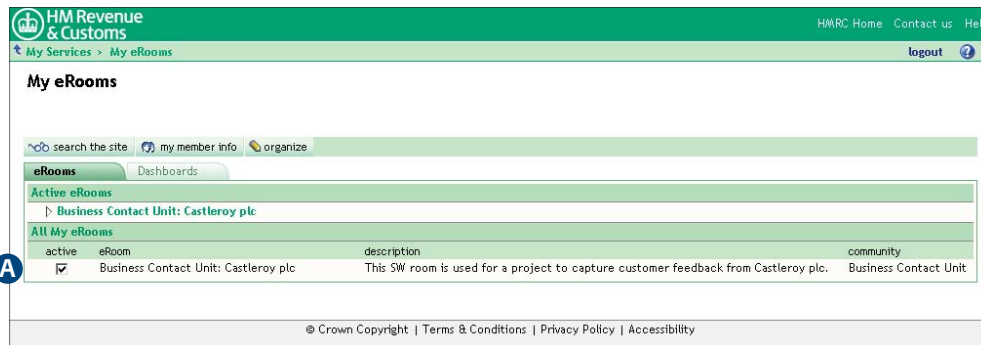
Creating a Note

1   Navigate to the **My eRooms** page and **select** the appropriate Room (A) from the list of available Rooms.
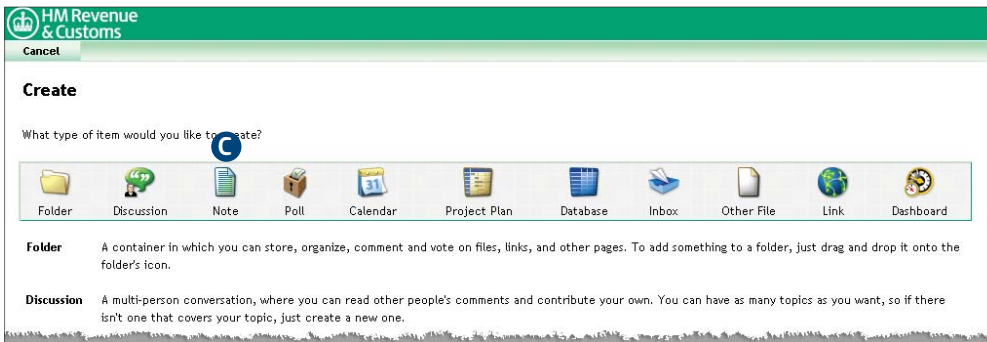

A   available Rooms

2   Navigate to the area where the **note** is to be created and select **create** (B).
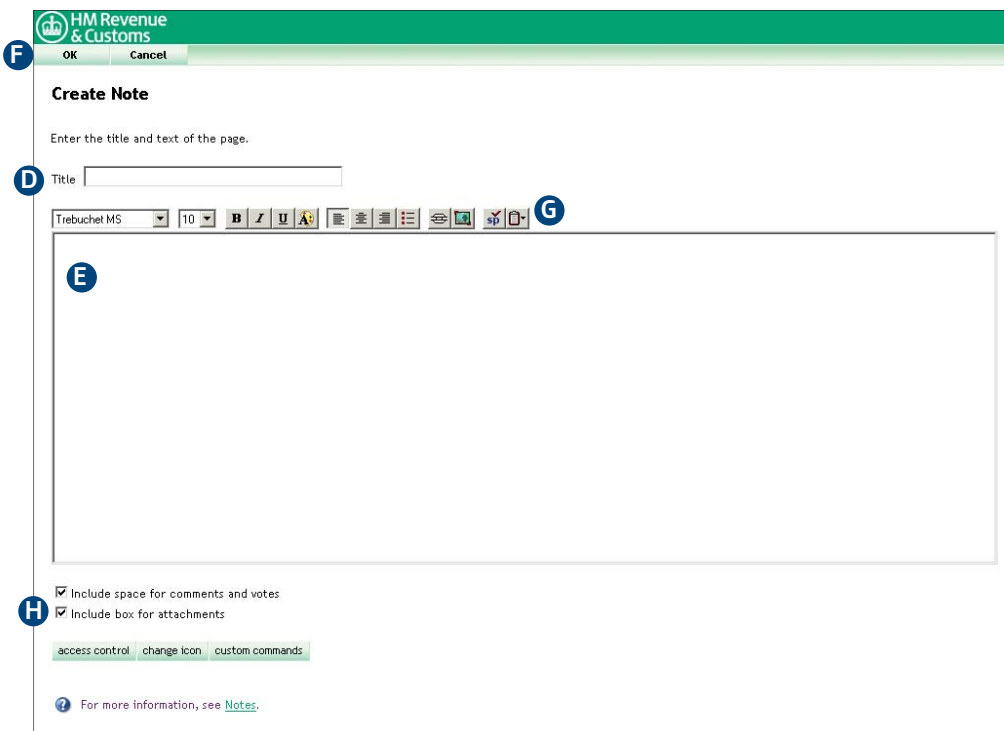

B   create button

3 Select **Note** (C).

C Note icon

4 Enter a title for the note in the **Title field** (D).

5 Record your note in the **field** (E).

6 When your note is completed, select **OK** (F).

D Title field

E note field

F OK button

G plug-in features

H attachments checkbox

Note

If you have the plug-in, you can amend the font size, colour etc (G). You can also choose to have an **attachment box** (H) to attach any documents and/or include space for comments and votes.