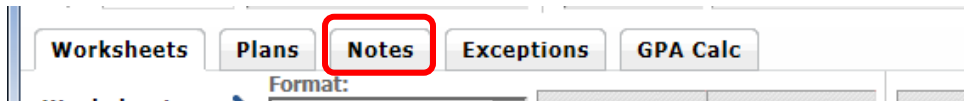


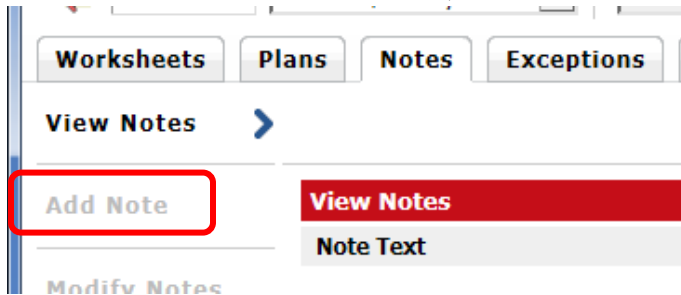


Add a Note

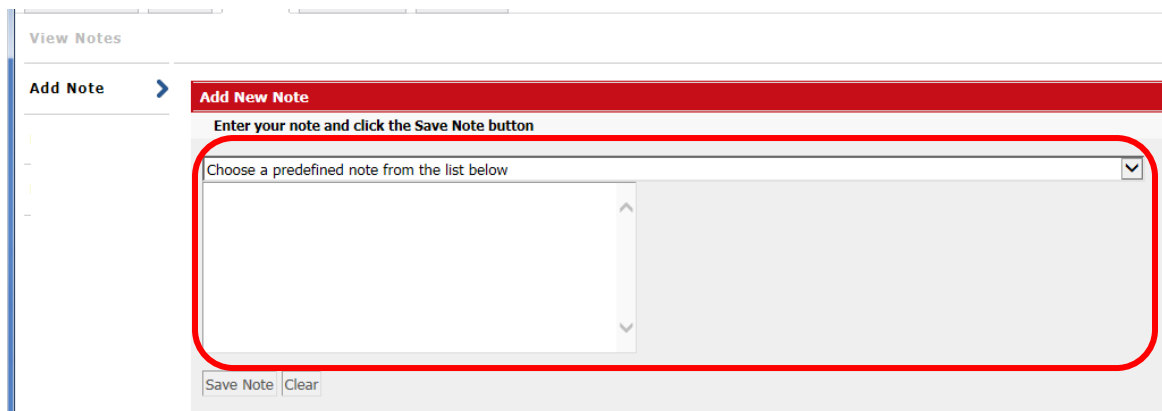
1. Go to the Notes tab.



2. Click on Add Note (it is accessible)



3. Add a New Note. Choose from the drop down picklist or enter free text in the blank field.





4. Click Save Note.

The screenshot shows a web interface for adding a note. On the left, there is a sidebar with 'Add Note' and a right-pointing arrow. The main content area has a red header 'Add New Note'. Below the header, there is a text input field with the placeholder text 'Enter your note and click the Save Note butto'. Underneath that is another text input field with the placeholder text 'Choose a predefined note from the list below'. At the bottom of the form, there are two buttons: 'Save Note' and 'Clear'. The 'Save Note' button is highlighted with a red rectangular box.

5. You will receive a message. Click on Run New Audit and return

The screenshot shows a success message in a grey box. On the left, there is a sidebar with 'Add Note' and a right-pointing arrow. The main content area has a grey header 'Your note was added successfully.'. Below the header, there is a text input field with the placeholder text 'You may run a new audit to get your note changes incorporated into the latest audit for the student.'. At the bottom of the message, there is a button labeled 'Run New Audit'. The 'Run New Audit' button is highlighted with a red rectangular box.

6. Scroll to the bottom of the Student View of the audit to view the note.

Notes		
	Entered by	Date
test	Rather, Summer B	05/31/2017

If you entered a note in error and need it moved or modified please email us at DegreeAudit@lamar.edu. We can only remove or modify the note of the requester.