

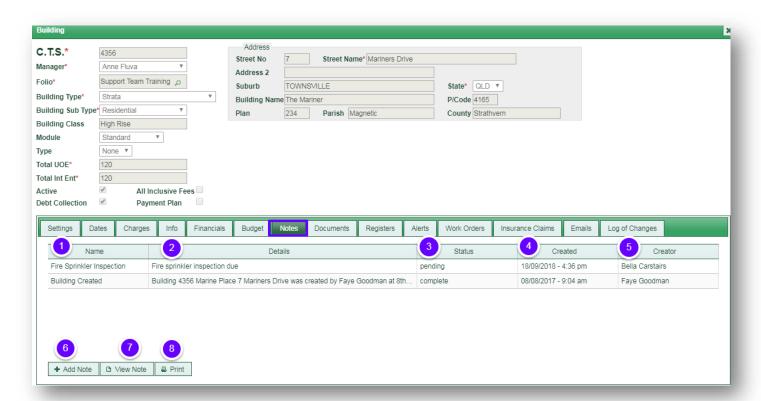
Buildings - Notes tab

NOTES TAB

The notes tab allows you to create and view notes relating to the building. Notes that have a reminder set will also show in the diary – the task will belong to the manager for that building. Some notes are created automatically, when certain actions are performed - for example when the building is created on PropertyIQ

The name/summary of the note shows here

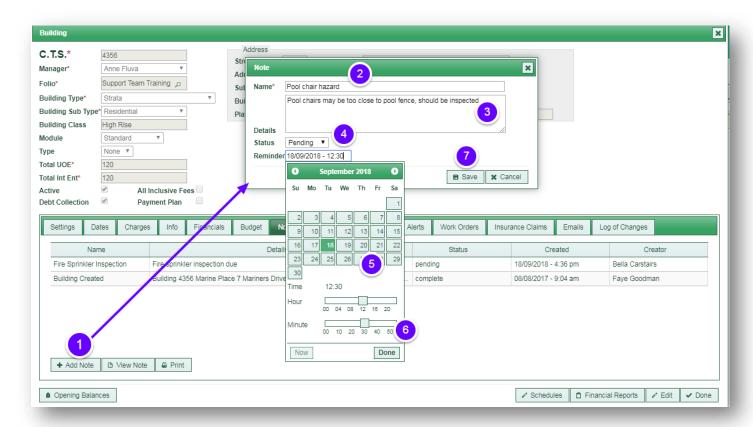
- 1. The details of the note show in this column
- 2. The status of the note whether pending or complete shows here
- 3. The time and date the note was created show here
- 4. The name of the user that created the note shows here
- 5. Click +Add Note to add a new note
- 6. To view an existing note, highlight the note you want to view and click View Note (Or double click on the note)
- 7. Click here to print a PDF report of all notes for the building. This will create a PDF in a new tab.





CREATING A NEW NOTE

- 1. Enter a name for the note. This will appear in the summary line here and also in the diary reminder
- 2. Enter further details
- 3. The status of the note will default to *Pending*. If you just want to record a completed note for your records, you can choose *complete* from the dropdown list. Complete notes will not appear in your diary.
- 4. Click in the reminder box to open the calendar.
- 5. Select the date you want the reminder to appear in your diary
- 6. Use the sliders to select the time for the reminder. A pop up will also appear on your screen at that time
- 7. Done when you have finished creating the reminder
- 8. Save when you're ready



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Pop Up Reminder:

