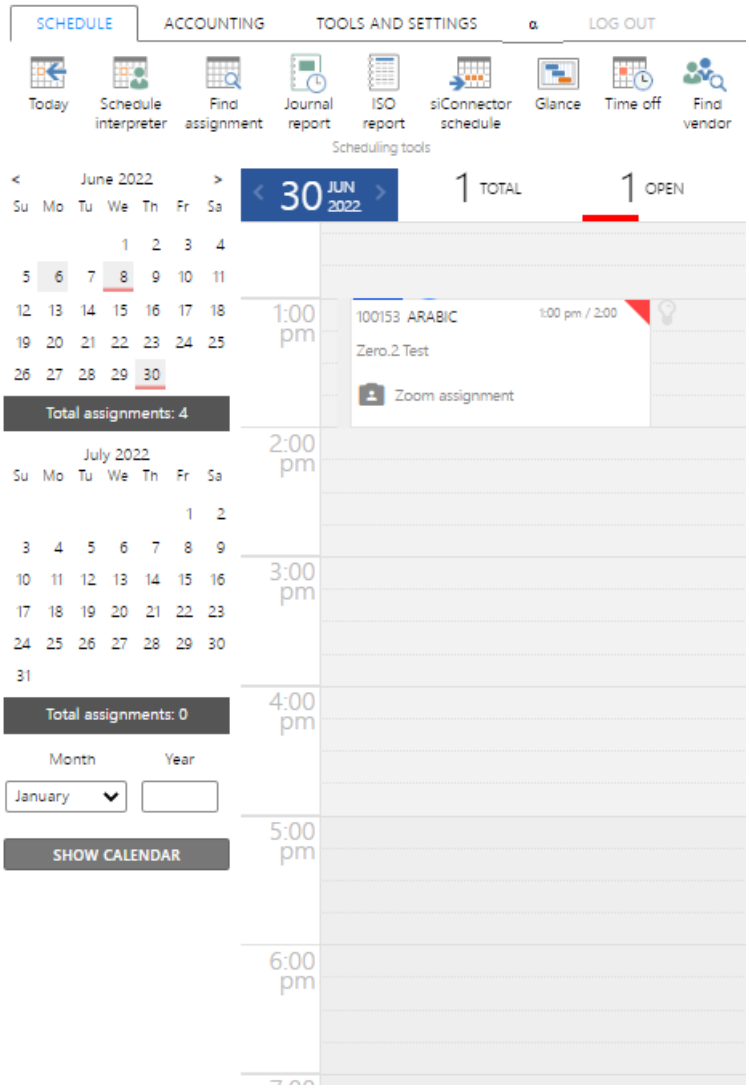
GUIDE - ADDING JOURNAL NOTES

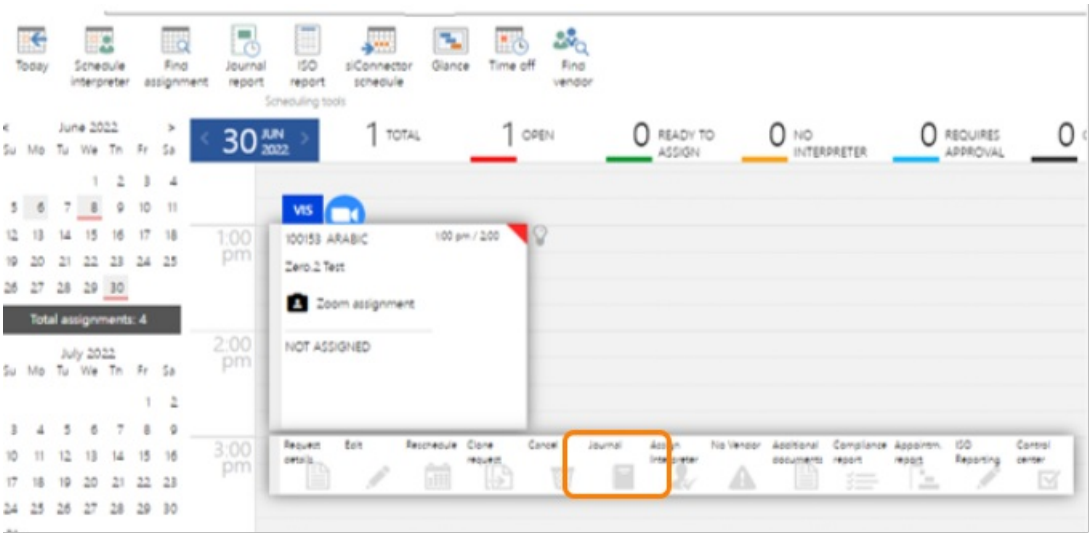
1. Open Calendar & Look for Assignment

Navigate to the assignment to which you wish to add notes.



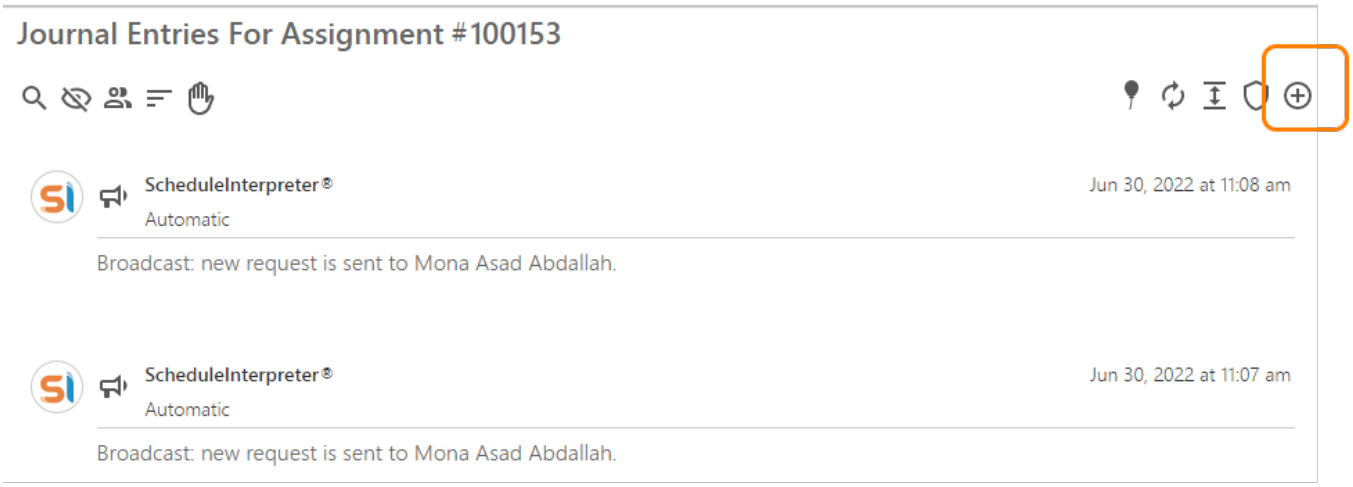
2. Select Journal

Hover over the assignment and select "Journal."



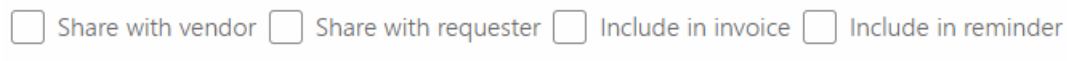
3. Click the + to add a new entry.

When you click the +, you will see a field where you can enter your entry.



3. Select if you want to share the update with vendor, requester, etc.

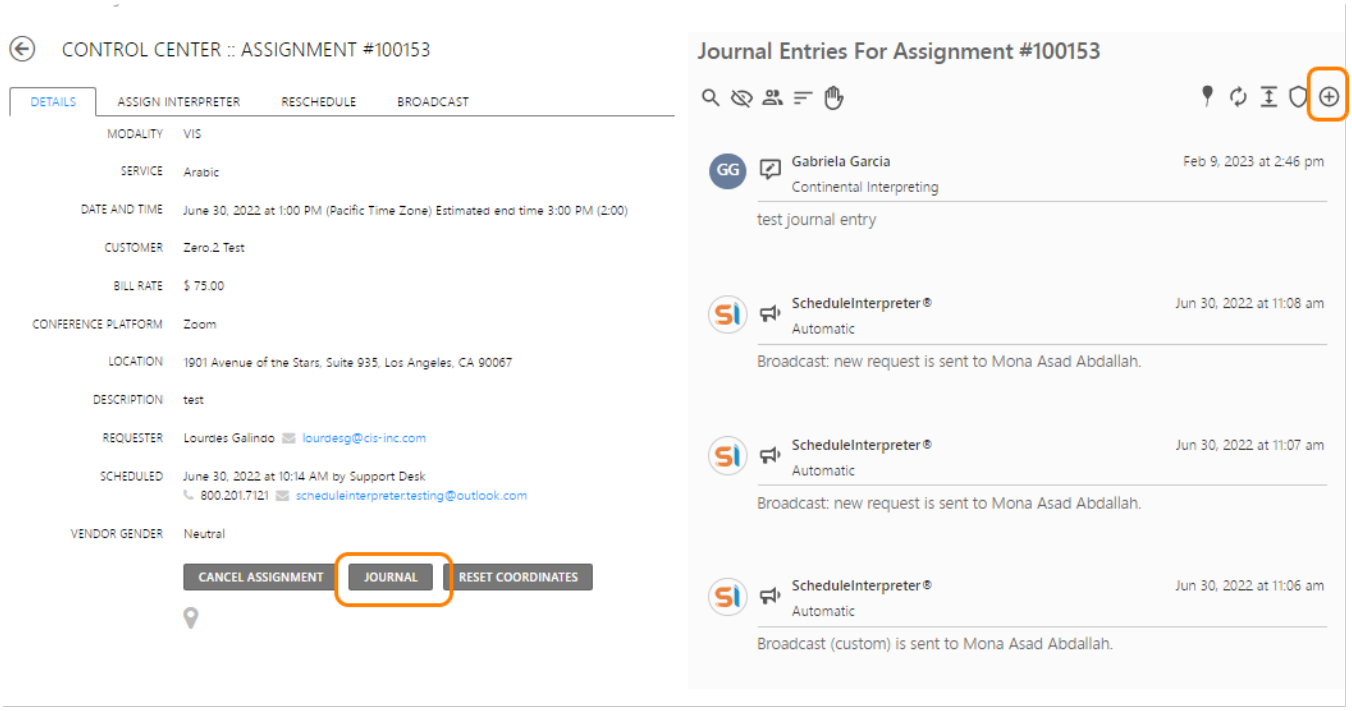
You may or may not want to share the journal notes. Use your best judgment.



3. Save your journal entry.

Click "save" to enter the journal entry in the system.

You can also easily access the Journal in the assignment Control Center, where you can see all the details related to the order/assignment. Below is an example. Click either the "Journal" button or the + sign to enter notes.



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