

## Tasks and the Whiteboard-Using the separate notes

Clicking on Tasks will reveal the Task Calendar. To add a note click on the “Add Note” showing below



Adding notes so that staff can pick them up on their phones are done through here. Notes might include Meeting summary, reference documentation etc.

Specific dates can be selected. How long do want this note to be available to read?

Start Date : Aug 18 2016

End Date : Aug 25 2016 (if different from start date)

Consecutive days to be repeated : - 1 + days

At the following intervals : - never + days

Location : no location

Notes :

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save >>

There is plenty of room for the information you want to have in your note.

This is how Notes are displayed on mobile devices alongside the current tasks.



