

## Overview of the Assistance Notes Tab

### **Abstract**

The purpose of this guide is to show what can be found under the *Assistance Notes* tab and what some of the basic functions are.

*Steps: Click on Assistance Notes Tab.*

### **Details**

1. **Click** on the *Assistance Notes* tab.



2.  New Note - Will allow you to add a New Assistance Note. This will open a screen where you can enter your assistance note.
3.  Delete Note - Will allow you to remove an Assistance Note. You must highlight the note you want to delete before clicking on this icon.
4.  Open Note - Will allow you to open one of the Notes listed. The screen will contain an edit button that will allow you to edit the note if needed.
5.  Note Report – You can create a printable Notes Report. You will select the criteria for printing notes which will open another window showing you the format of the notes. On the top of the page is an icon of a printer. When you click on the printer, Toolkit will place the notes into a word document that will be minimized at the bottom of your screen. Refresh this document and print from there.