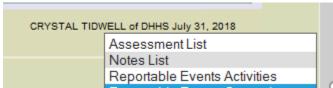# How to Add a Note to a Reportable Event

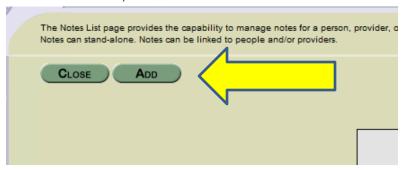1. **Anchor**/ select the specific Reportable Event:
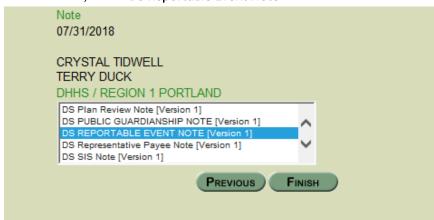

2. While in the Reportable Event, click on the **"Show"** menu at the top right of the page and select **"Notes List."**

3. At the Notes screen, click **ADD**. Enter the Title of the note and the date, click **NEXT**

4. At this screen, select **DS Reportable Event Note**.

5. Complete the note by adding the pertinent information and click **SAVE**. You may exit the Reportable Event.