



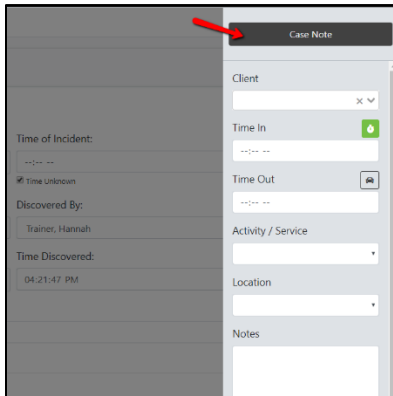
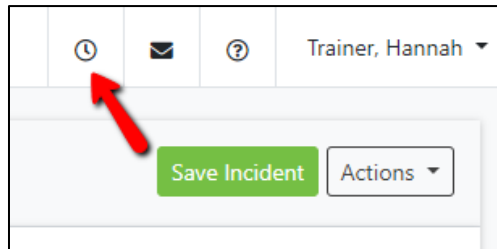
Brittco

Simultaneous Case Notes

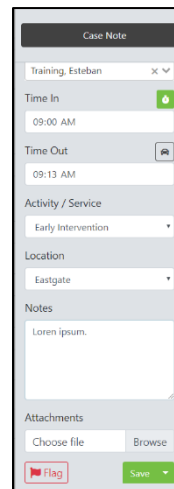
There are times when it may be convenient to write a Case Note as you are working on something else, such as an Incident Report or an ISP. It is possible to do so with Brittco.

Simultaneous Case Notes

While working in another module such as *Incidents*, click on the icon in the upper right that looks like a little clock.

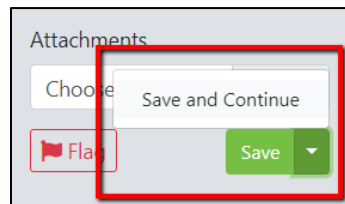


The *Incidents* interface will turn gray, and a Case Notes panel will open on the right.

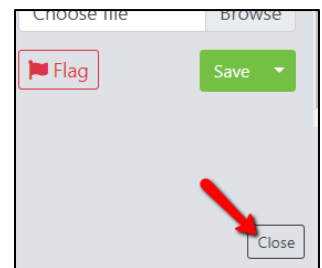


Complete your Case Note, then *Save*.

Save will open another blank Case Note, *Save and Continue* will save your current note without closing it.



When finished, *Close* to return to the original module.



Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.