

## Overview

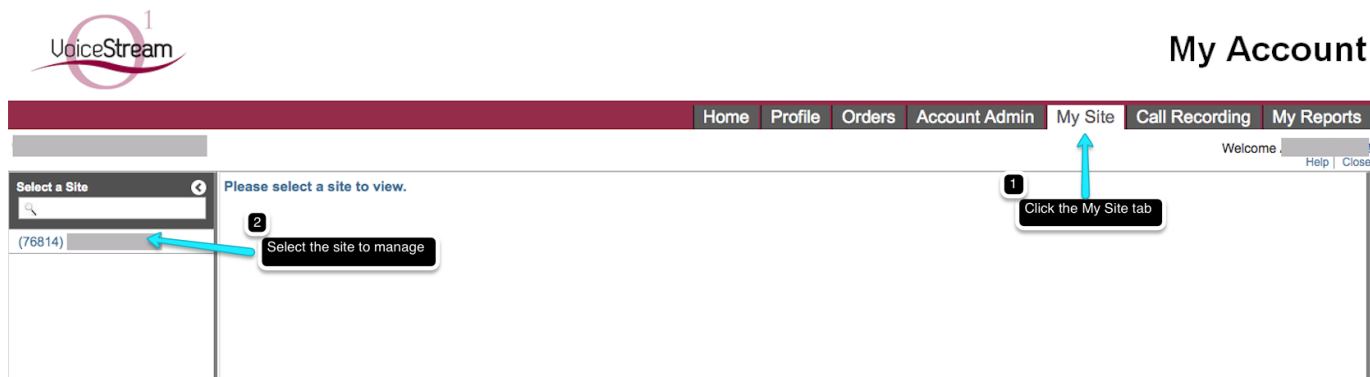
Managing a phone system doesn't have to be technically difficult, and it shouldn't be a daunting task. However, the needs of your business may change from time to time and your phone system needs to reflect those changes. The challenge is to keep track of these changes – Who made the changes? Why? When?

To address this challenge a “Notes” page has been incorporated into My Site to provide a simple means of noting changes on the system.

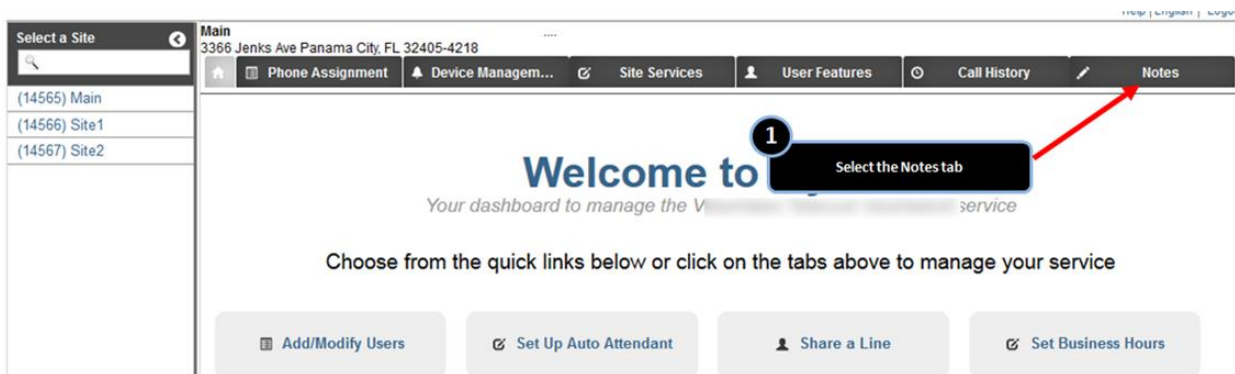
## Feature Usage

To use the Notes page, the Site administrator must log into to My Account, and simply follow the steps detailed below.

### Step 1. Go to My Site and Select a Site



### Step 2. Select Notes



**Step 4. Enter a Note**

Click on the add button to add notes

1 Select the Add button to create a new note. Select a note below and then the Delete button to remove it

2 Use the search bar to find a note. You can search for data within each of the 3 columns below

User	Time Stamp	Note
	2014-03-17 07:49 -0500	This is a test
agentAdmin	2014-02-07 08:28 -0600	Test Meenakshi from SoapUI
agentAdmin	2014-02-07 08:14 -0600	Test Meenakshi
tpfeiff	2014-02-04 03:00 -0600	Test Teodoro
Sam Smith	2011-08-29 01:55 -0500	testing Notes Feature
Sam Smith	2011-08-17 11:30 -0500	public note -
Sam Smith	2011-08-17 11:29 -0500	new note to review? or is there an issue

3 Select a note to read it or Delete it above

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Click on the add button to add notes

1 After selecting "Add" input your note in the box below

Add Note

Enter note below and click save button

Save Cancel

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	2014-03-17 07:49 -0500	This is a test
agentAdmin	2014-02-07 08:28 -0600	Meenakshi from SoapUI
agentAdmin	2014-02-07 08:14 -0600	Test Meenakshi
tpfeiff		Test Teodoro
Sam Smith		testing Notes Feature
Sam Smith		public note -
Sam Smith		note to review? or is there an issue

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