Project Notes

Roles: Financial Manager, Financial Manager Assistant, Project Manager,
                  Project Manager Assistant

Project Status: All

Financial Managers may edit the following types of notes:

- Funding Notes
- Accounts Notes
- Financial Manager's Notes (viewable only by the Financial Manager and Financial Manager Assistant)

Project Managers may edit the following types of notes:

- Project Notes
- Budget Notes
- Schedule Notes
- Project Manager's Notes (viewable only by the Project Manager and Project Manager Assistant)

Step	Task
1.	Click the drop-down next to *Go To…* and select the **Project Notes.**
2.	Select the **Edit** link next to the type of note to create: a. Project Notes b. Funding Notes c. Accounts Notes d. Budget Notes e. Schedule Notes f. Project Manager's Notes g. Financial Manager's Notes
3.	Enter information within the **Edit Project Note:** text box; begin the note with the date and conclude with your initials.
4.	Click the **Save Changes** command button.