

## Adding Notes

**Khafre**  
File and Document Management System

Branch Manager Trainer - Training Branch - Branch Administrator

*Distressed Mortgage System*

Alerts/Reminders  
**Notes**  
 Homeowner Info  
 Subject Property  
 First Mortgage  
 + Add Mortgage  
 Debts  
 Assets  
 Expenses  
 Branch-Level Tags  
 Exhibits List  
 File Usage  
 Doc/Submit Requests  
 Merged Documents List

**Notes**

No Match

Notes, also known as a conversation log, are the primary source of communication between you and the service providers, processors, negotiators etc. If a file has been transferred to a provider and you add a note the service provider will be notified via an alert and vice versa.

Notes are time and date stamped at the moment they are created and provide a log of all conversations actions etc...

**Step 1:** Click the "Notes" Left Panel Menu button

**Step 2:** Click the "New" button in the Notes window

Page Size: 25 Refresh New

**Step 3:** Select the Note type from the drop down, type the desired text and click "Create"

**New Note**

Note Type: Generic Note

This is a test note and is Generic

Create Cancel

**Notes**

New	Date/Time	Note Type	Text	Actions
*	04-01-2009 12:04 AM	Generic Note	This is a test note and is Generic	Open Delete

Notice this created a Time/Date Stamped note in the file. If there is a new note in the file that has not been created by you, you will find an \* in the "New" column.

Page Size: 25 1-1 Refresh New