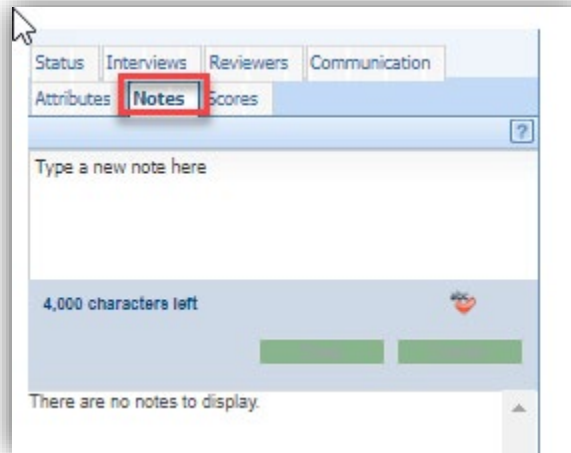
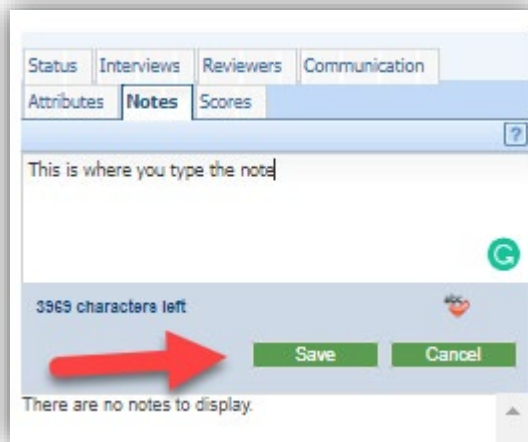


1. In the Applications tab, click on the Notes tab.

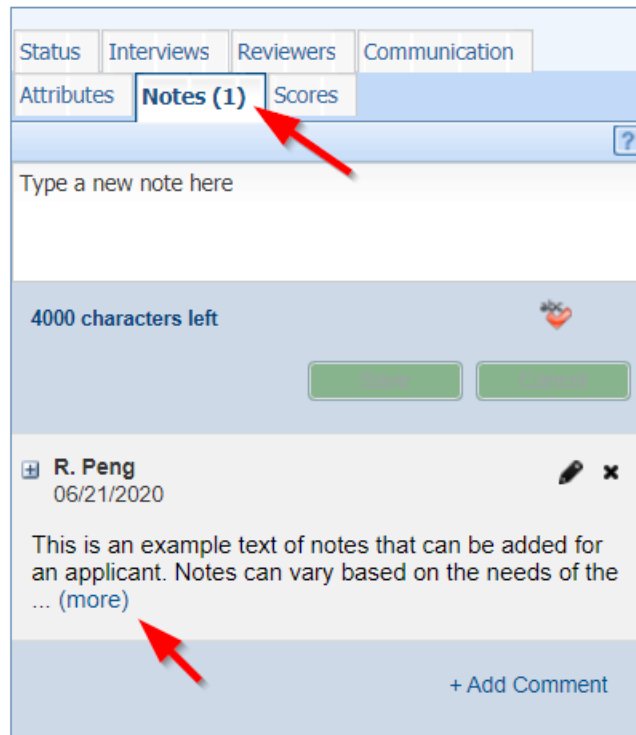


2. Enter a note with a maximum of 4000 characters and click Save.



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**\*Note: Only the first two lines of a note will display. You will need to click on more to expand the note. A numerical indicator in the tab indicates the number of notes created for the applicant. \***



The screenshot shows a web interface with several tabs: Status, Interviews, Reviewers, Communication, Attributes, Notes (1), and Scores. A red arrow points to the 'Notes (1)' tab. Below the tabs is a text input area with the placeholder 'Type a new note here' and a character count of '4000 characters left'. There are 'Save' and 'Cancel' buttons. Below the input area is a list of notes. The first note is by 'R. Peng' on '06/21/2020'. The note text is truncated: 'This is an example text of notes that can be added for an applicant. Notes can vary based on the needs of the ... (more)'. A red arrow points to the '(more)' link. At the bottom right of the note list is a '+ Add Comment' button.

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