

Working for You !

The tracking system has been upgraded to preserve your content and track all comments enabling all parties to respond quickly to customer needs and give a quick and easy overview of the progress of the incident.

The next pages will show and explain the "New" and "Easy" way to add, see and track your progress utilizing your comments.

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Now, to add additional comments please click on the "Comments" section above next to the orange "Information" header.

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Add any comments in the comment box and click on save.



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When you click save, it moves the comments to a line item below, giving you the comment, the date and time it was entered and the user name of the person submitting the comment. Once it is saved you will not be able to modify or delete your comment.

You may enter as many comments as you wish and each will be displayed as a line item in sequence as above.

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When you enter a category and comments in the box below you will no longer be able to modify or delete this information.

You can still add additional categories and comments in the boxes provided on this page.





When printing an incident, all information entered in the comments, each category, and the category comment boxes will be displayed on the print out.





All information will be seen in the Open Incidents and Search for Incidents when the "Show Details" box has been clicked. Each category and comment will be listed separately.



For all questions, further clarification or help please call;

Jean Redman

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Cell: 386-5278665