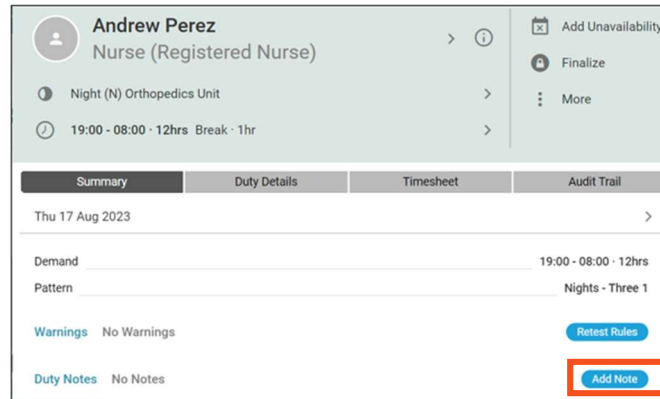




OPTIMA: DUTY NOTES

Duty Notes contain important details about a shift, such as tasks that need to be completed, or reasons for a schedule change.

1. Double-click the **Duty** in the schedule.
2. Click **Add Note** in the **Duty Assignment** panel.
3. Enter a note in the **Type a Note** field in the **Add Duty Note** window.



4. Click **OK** at the bottom of the window.



The **Duty** will display with a **Note** icon.



Note: You can also right-click on a Duty to add Duty Notes.