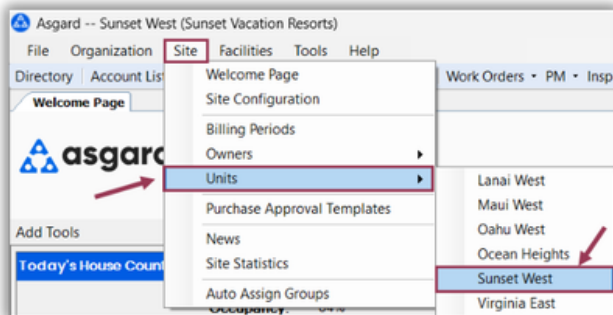


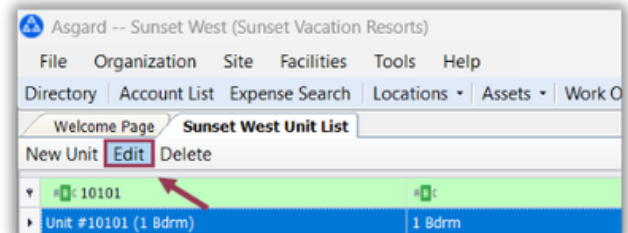
Unit Notes allow you to record information for a unit. Notes can be saved for reference or displayed as an **Alert** during work order creation.

If changes are needed to a unit's or other location's billable status, please contact the Asgard team for assistance.

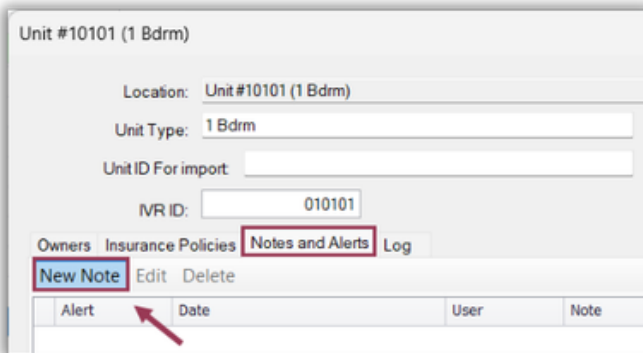
Step 1: From the **Site** drop-down, select **Units**, then select the appropriate site, If needed.



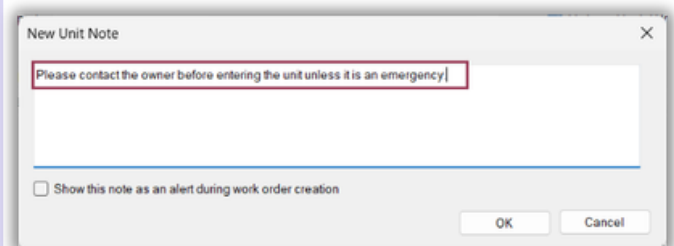
Step 2: Use the green filter bar to search for the unit. Highlight the unit, then click **Edit**.



Step 3: Select the **Notes & Alerts** tab, then click **New Note**.



Step 4: Enter the **note** you want to save. Notes can include any information your organization wants to track for the unit.



Step 5: If you want the note to appear as an **alert** during work order creation, check **Show this note as an alert during work order creation**.

Click **OK** to save the note.

Tip: Use **alerts** for information that should be seen during work order creation. Save general reference information as a **standard note**.

