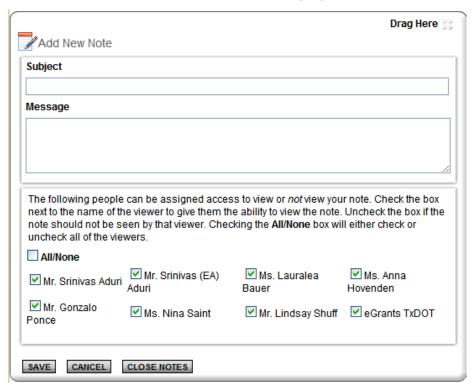
## **Adding/Viewing Notes to Documents in eGrants**

## User Role (All Users): Create, Add and View a Note in an eGrants Document

- 1. Login to eGrants <a href="https://www.txdot.gov/apps/egrants">https://www.txdot.gov/apps/egrants</a>
- 2. Navigate to the eGrants document (i.e. Proposal/Grant, PR, RFR, Supplemental, etc.) you wish to add a note.
- 3. On the Document Menu under Wiew, Edit and Complete Forms; click
- 4. Click on the link of the page where you want to add the note.
- 5. Click the ADD NOTE button on the page where you are adding the Note. The Notes box will display.



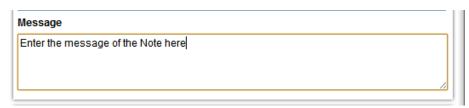
6. Click the ADD A NEW NOTE button on the Notes Pop Up. The Add New Note box will display.



7. Enter the Subject of the Note in the Subject line.

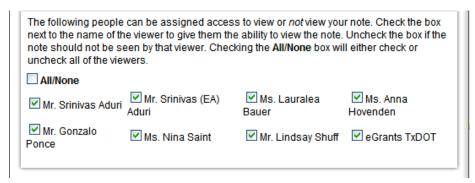


8. Type or Copy and Paste the contents of the Note in the **Message** section.



## Adding/Viewing Notes to Documents in eGrants

9. You can check (person can view Note) or uncheck (person cannot view note) the person's name to choose who can view the Note.



- 10. When you are done with the Note. Click the SAVE button on the note to save the note to the page.
- 11. Once you are done with editing the Note; Click the CLOSE NOTES button to close the Add New Note box.
- **12.** The Note is now added to this page in the eGrants Document.
- **13.** Users can view the Note by navigating to this page and clicking the Notes box will display. The number in parenthesis will indicate the number of notes on the page.



**14.** Click the link under the Message column in the Notes box to display the note. Users may click the Reply link to reply to the current note.

