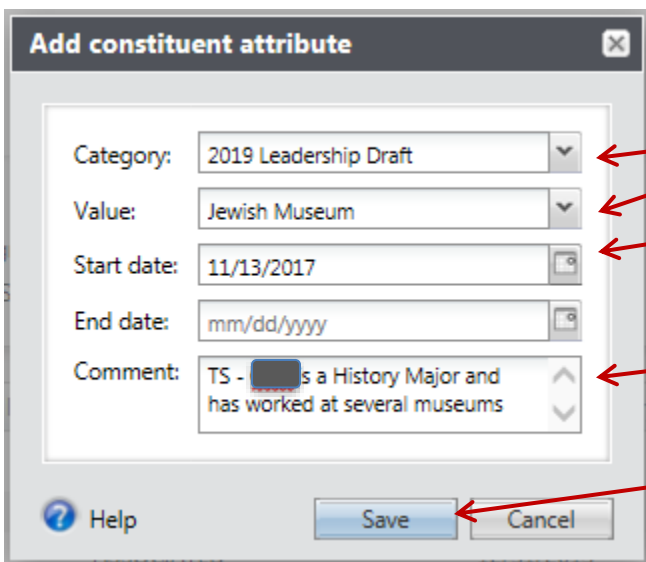
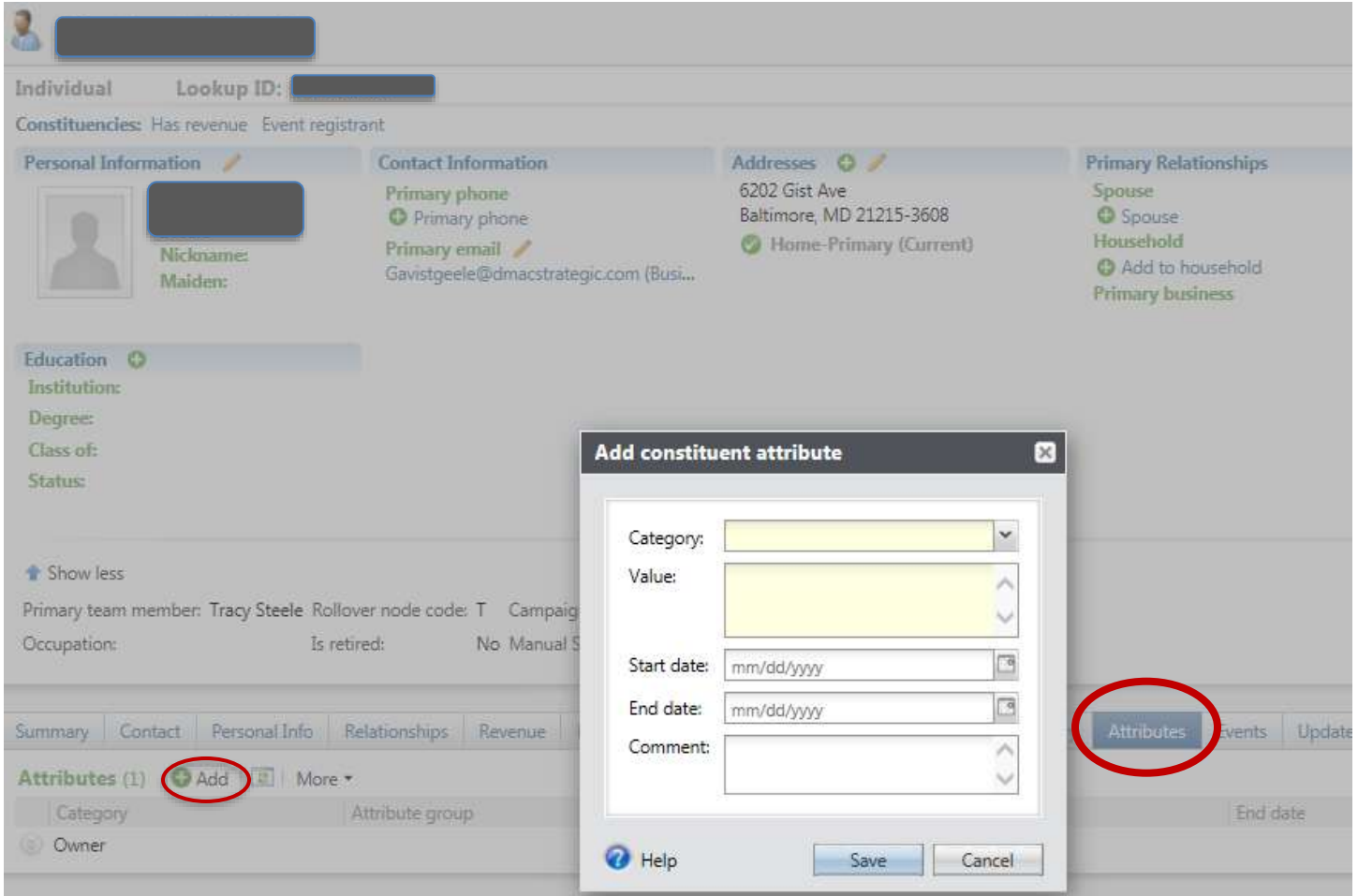




From the Constituent View, select the *Attributes* Tab. Click "add" in the action bar. This will make a form pop-up. Use sample below for reference.



- Use drop down to choose entry
- F3 enters today's date
- Use comment to explain your draft recommendation. Please start comment with your initials
- Once completed, be sure to save