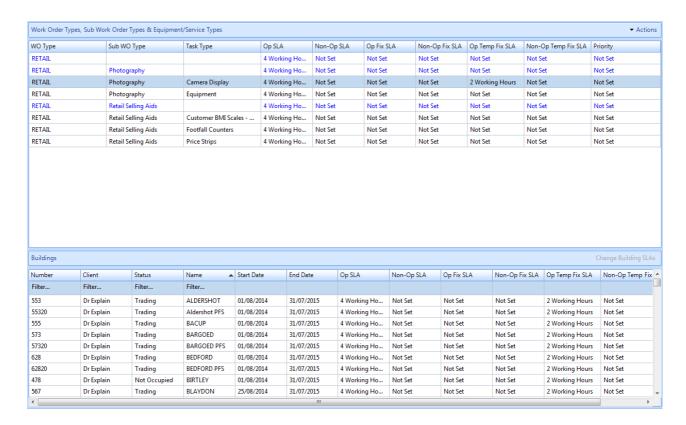
## Reactive SLAs Tab - Change Task Type Notes

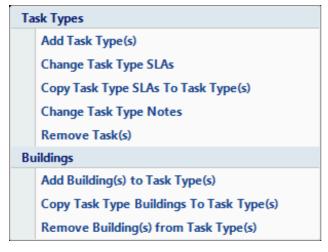
₩ed, Jan 17, 2024 Contract Actions

Notes can be added at task level and will apply to all Buildings associated with that task. Task type notes can be added/changed in the following way:

- 1. Once the task types have been added to the contract, the User can change/add any notes relevant to a specific task.
- 2. Highlight the Task Type line to be changed.



3. Click the Actions button. This menu will be displayed:



4. Click on "Change Task Type Notes" menu option and this window will then open:

5. Once all notes have been entered. Click on the OK button. The User will then be presented with the Reason for Contract Change window.
6. After confirming the reason for the contract change all notes will be saved.