

Training Manual

Humint O Lite Version 16



Notes



The screen you are going to get is this:

	Notes								0 🔍	Spectacle Warehouse Atterbury 👻 🗙	() F	Phillip V	enter 🔻
Note	s				Search								Q
CRE	CREATE IMPORT			▼ Filters ▼ Ξ Group By ▼ ★ Favorites ▼					1				
New		+ Meeting Minutes	+ Notes	+ 1	Todo	+	+						
✓ Re	pairs												

Create – To create a note (This is visible to everybody) categories: New Meeting Minutes Notes To do

Create a column – creating a column will create a new category for the type of note

=	Notes				
Note	s / New				
SAVE	DISCARD				
Taga		NEW	MEETING MINUTES	NOTES	TODO
7.	B I U Ø 16- A ✔ ≡ ≡ ≡ - ⊞- % ⊉ ⊃ C				

You can drag the note from one column to the next to change the status.

Type the note and change it to the category the note belongs to. Click on SAVE to save the note.

You can move the note through the stages by clicking on the stage in the top left corner.

