Unscheduled Service Calls - Add Comments

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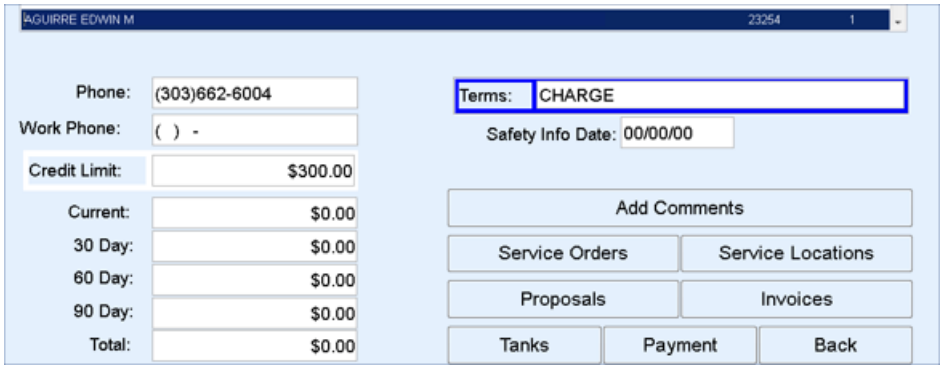
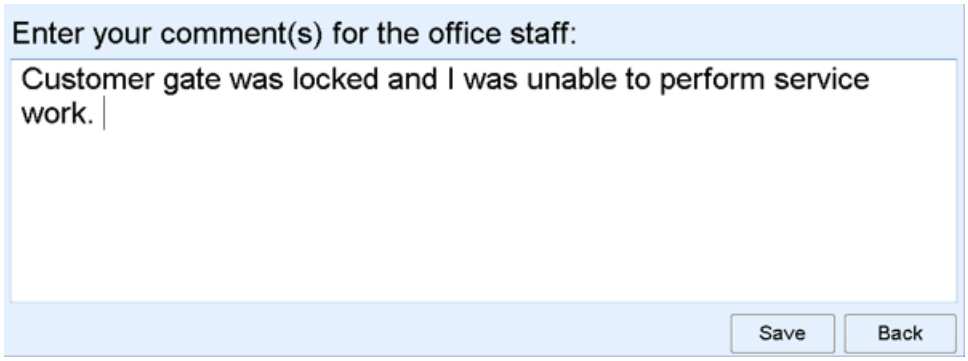
Within the *Customer* screen is an **Add Comments** button. This allows the service technician to enter a comment that will transmit back to the office upon the next communication. This message will save to the customer account and will remain with the account until it has been purged.

1. Select **Add Comments**.



2. Enter comments and choose **Save**.