



# Huseby Resource Portal: *Input Job Notes*

*During job turn-in, job notes can be entered under the Order Overview tab.*

Work Order 00003363		Print Job Sheet		
Status	Case Name	Start Date	Resource Type	Industry
Scheduled	Jane Doe v. Robert Hicks, et al.	8/3/2023, 12:00 PM	Reporter	
Details <b>Billing Sheet</b>				
Order Details	Add Products	<b>Order Overview</b>		


1) If you have any job notes to enter, you will do so under **JOB NOTES** field.



 Job Notes

2) Scroll to bottom of **ORDER OVERVIEW** page and click **EDIT** button.

3) Scroll back up to notes field and enter notes.

 Job Notes

4) Scroll back to bottom of page and click **SAVE CHANGES** button.