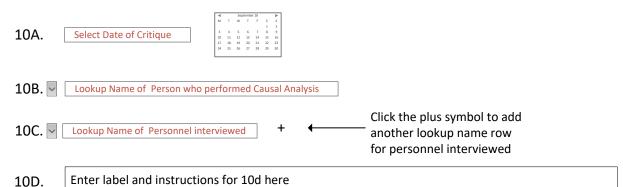
Place Title NOTE along top And instructions below from Word Document

1.	1. Enter NOTE # use your logic to create this from OREdit form ? Click the question mark to reveal the help text related to each question				
2.	Enter Subject/Title				
3.	Select Date 4 September 31 b M T W T F 5 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
4.	Use the same person lookup in the previous OREdit form				
5.	Lookup a Tech Area Enter System/Building/Equipment				
6. Recurring Event: Ves No					
7.	Subcontractors Involved Ves No If yes then then show this text field to record subcontractor involved				
8A	Enter Description of Event				
8B. Enter Operating Conditions of Facility at time of NOTE					
8C	. Enter Immediate Actions taken				
9.	2 8 9 9 3 3 3 4 5 6 7 8 9 0				
	Lookup SFO FR: Enter Date: A				
	Enter Date and Time EOC/OOPS Notified Enter Date: A Superdor 18 P				
	Lookup a Name also complete Org + Enter Date: A Squared M P F F S				
Click the plus symbol to add					

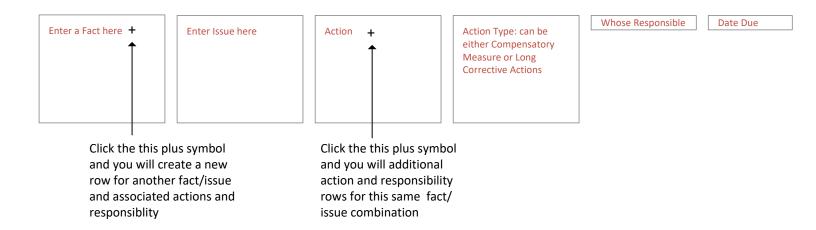
Click the plus symbol to add another lookup name row and org number

Place Title NOTE along top

10. Apparent Cause Analysis Results



11.



Recreate the static table from page 4 of the word document provided.					

Place Title NOTE along top

11.	Enter AIS # Here	
12.	Enter Lessons Learned ID Here SNL Lessons Learned Site Link this text to here: https://	sandialessonslearned.sandia.gov/
13.	Lookup DC Enter Review Date: 4	
14.	Supporting Documentation Attach supporting documentation here	0
15	File Name and link for each attachment RM Approval	
	Lookup Logged in RM and place name here Enter Approval Date:	
	Submit Save PDF	