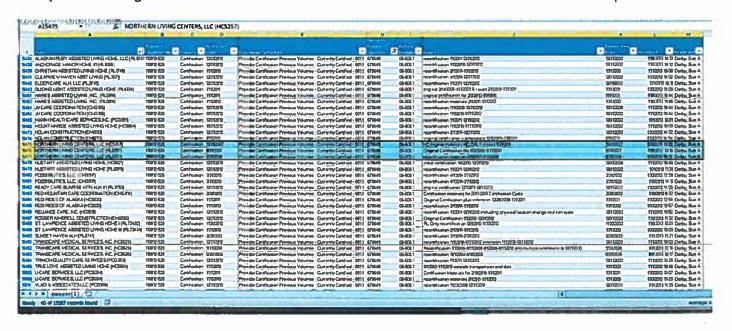


Hint: To make entering notes in DS3 more efficient for multiple entries per provider finish entering the box then download a report to Excel, filter to only show the box that was just finished, alphabetize and enter 1 note in DS3 for each provider noting the number of folders contained in the box and the contents from the Excel Report.



DS3 NOTES