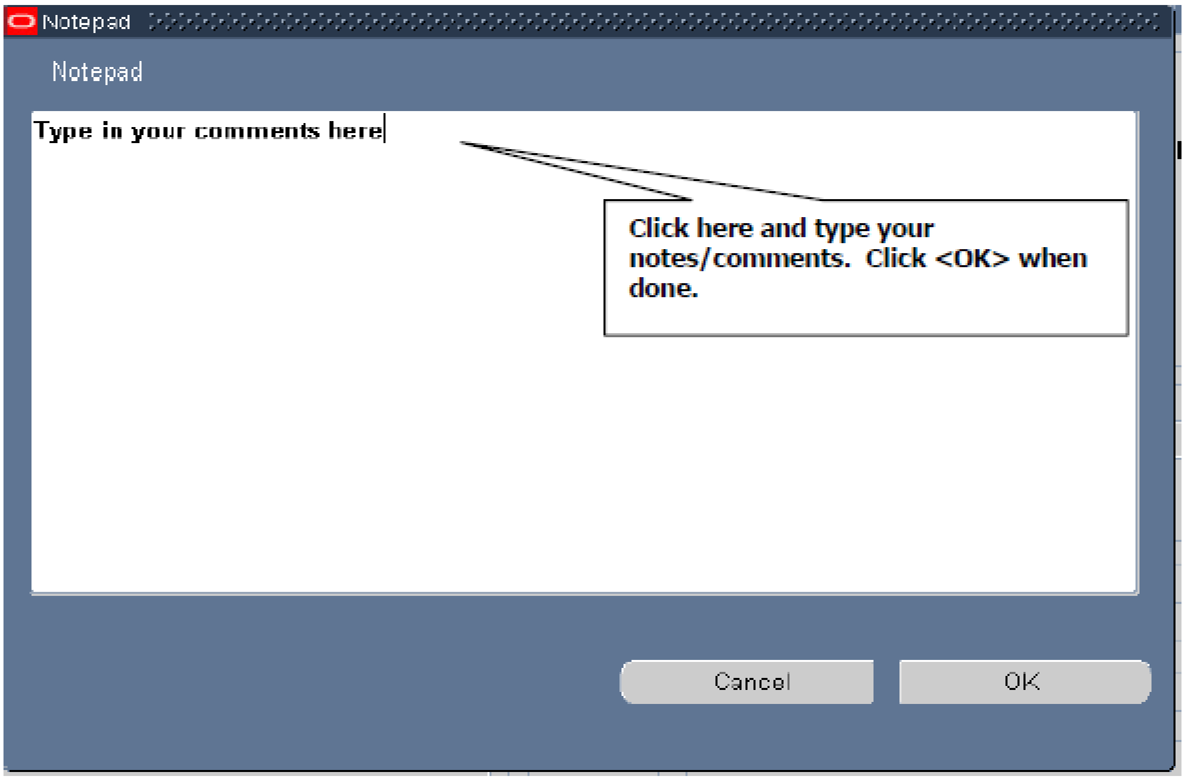
Attaching a Note to the RPA

Use the Notepad button on the top of the RPA to access the notepad.

You can use the notepad to write any notes pertinent to the action.



- Click in the white text area and begin typing to start a new note. If there is already information in the notes section (that is, the action was sent to you from someone else who added a note), add your notes to the bottom. (You do not need to use the <**New**> or <**Append**> buttons).
- You should include your name and the date with your note so that others reading the note will know where it came from. Notes accompany the RPA during its routing and are accessible to anyone who has access to the RPA.
- When you receive an RPA routed to you from another user, you should check for accompanying notes by clicking on the notepad button.
- Notes have a limit of 2000 characters. If you need more room, you should include the information using the "attach document" feature (see ***Attaching Documents or Comments to an RPA***).

NOTE: The Notepad and Attachments do not transfer to eOPF with RPA (SF52).