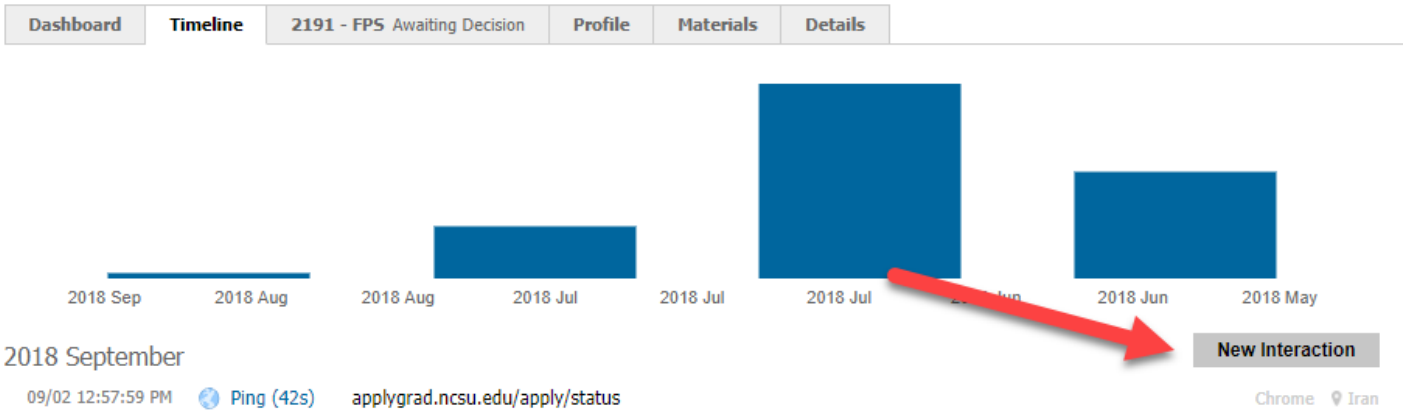
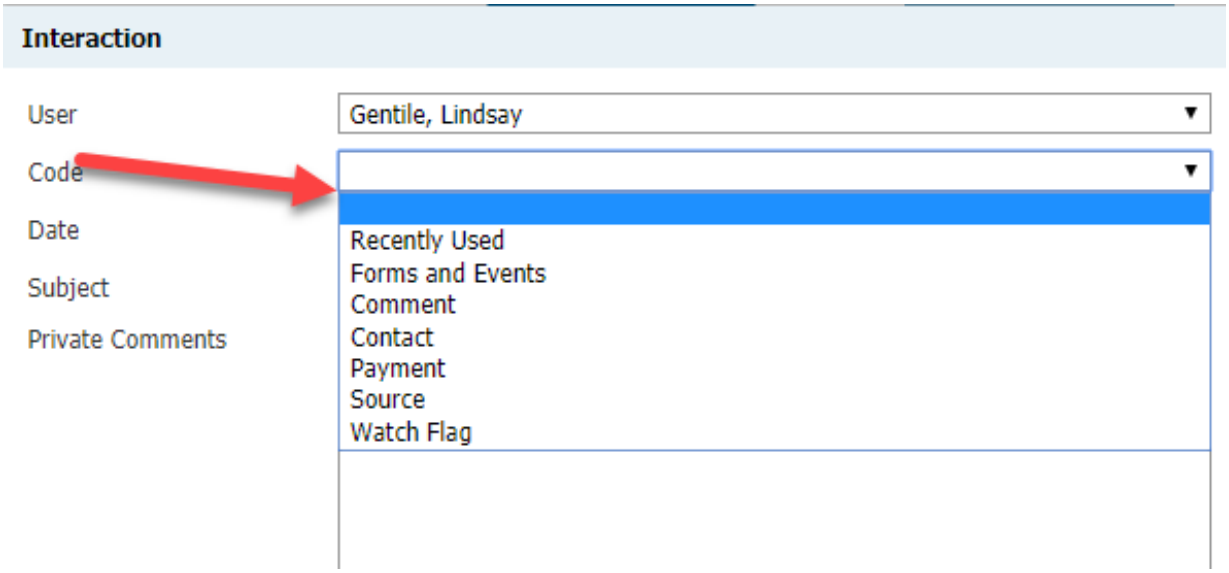
Add a New Interaction

-Comments, Contacts, Watch Flags

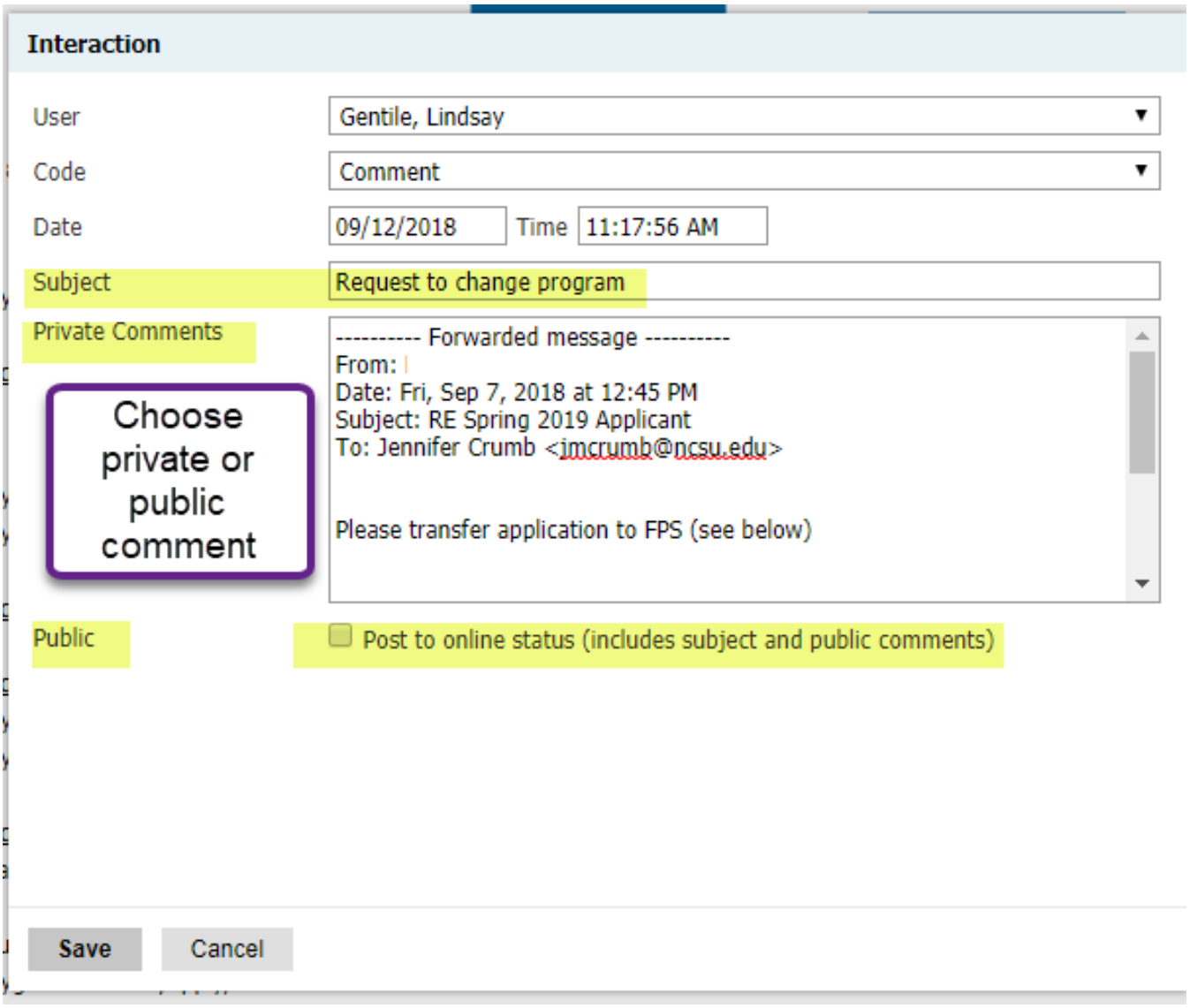
1. Go to the Timeline tab, and click the New Interaction button



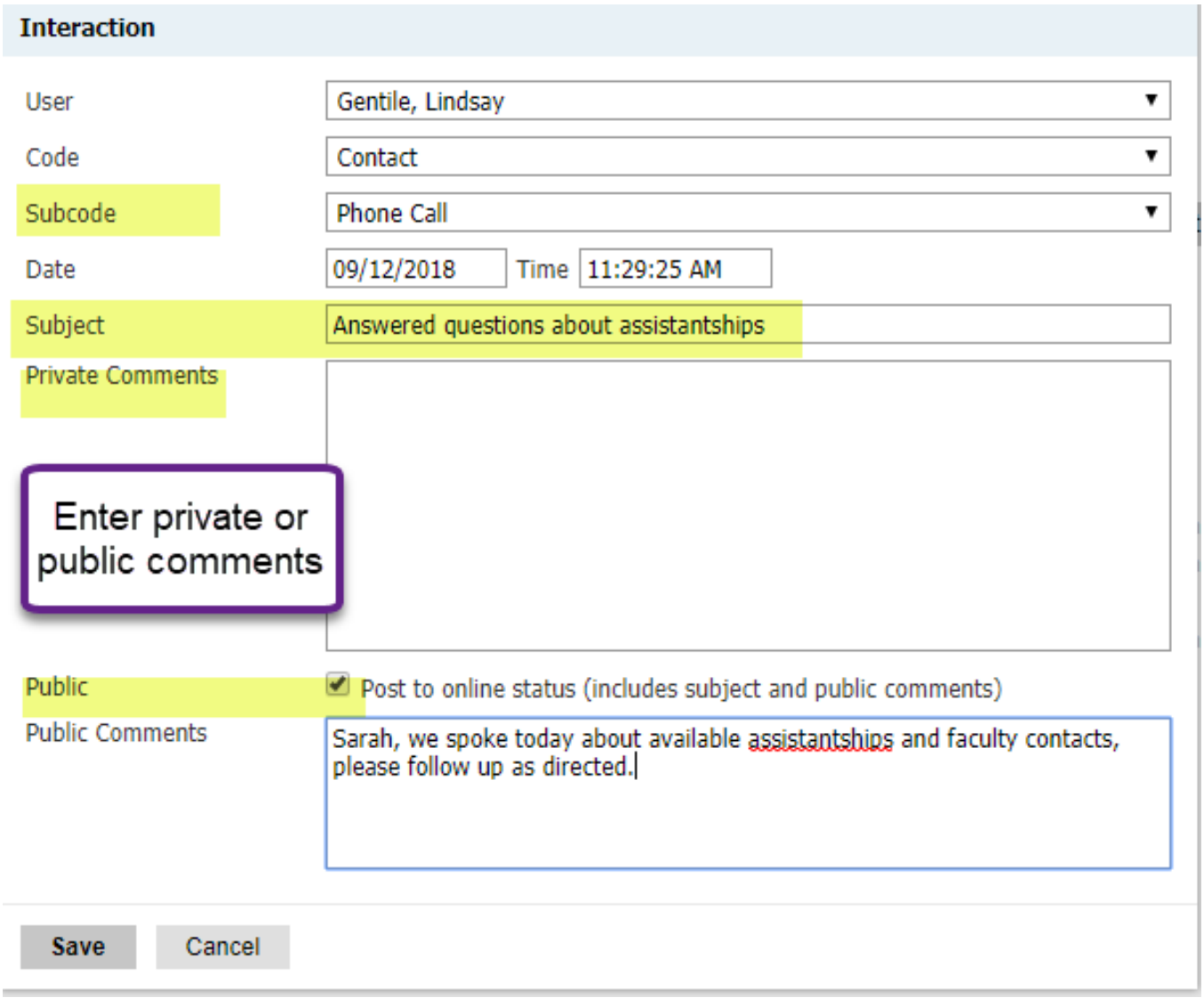
2. Choose the Code



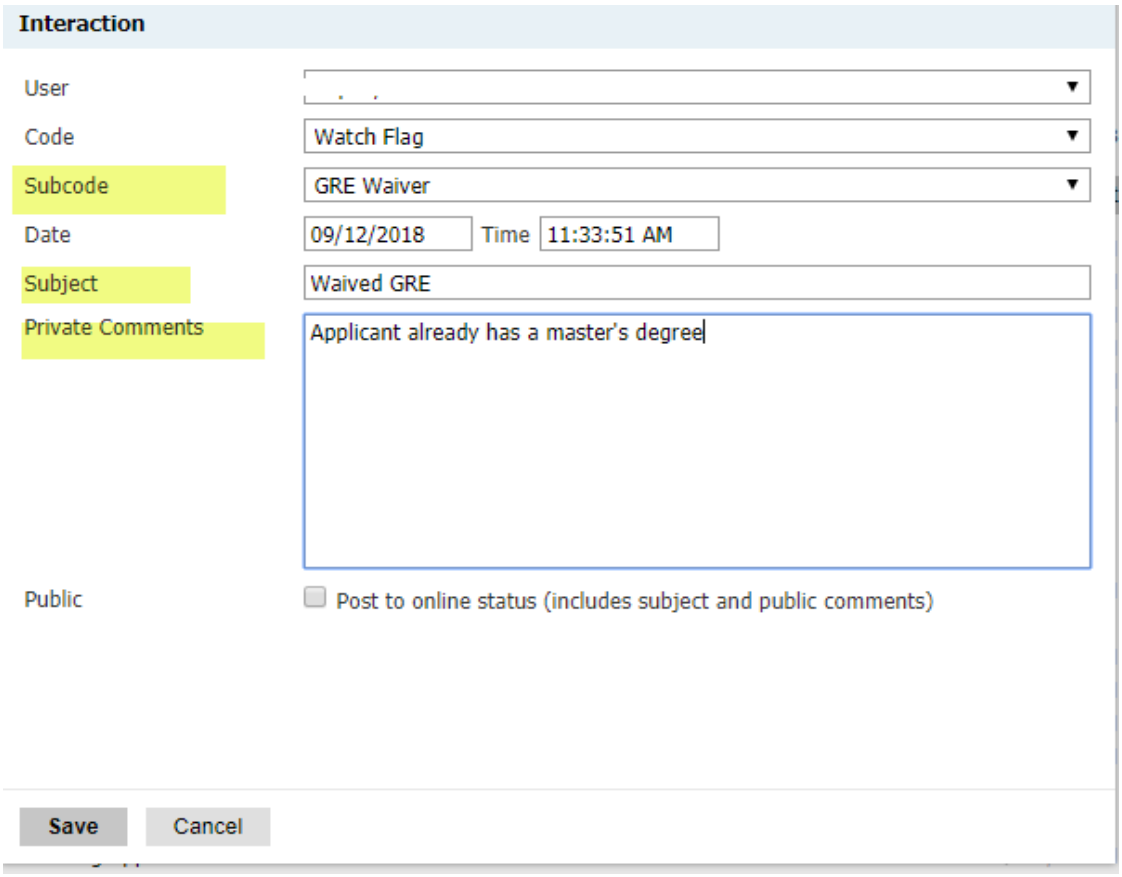
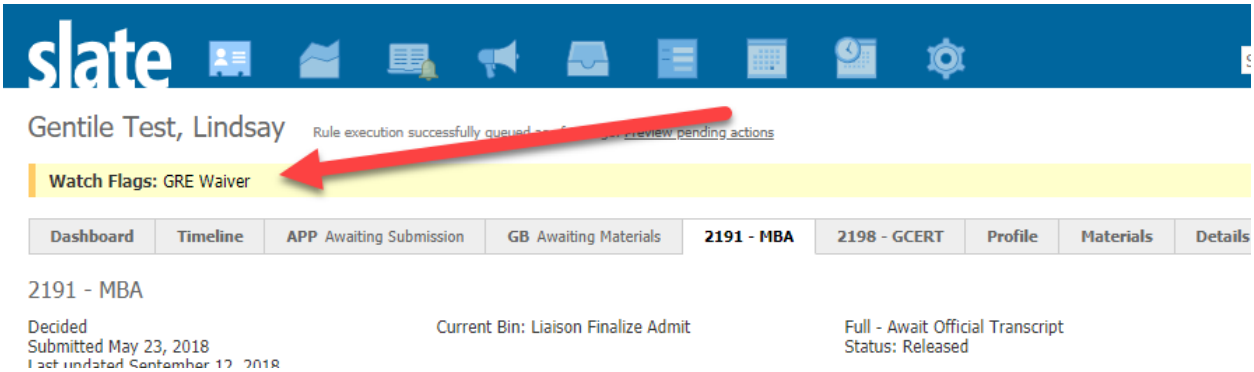
- **<u>Comment</u>**:
    - Enter a Subject, so that the comment is easily identified after saving
    - You can enter a private comment, which is visible to administrators who have access to applications. Or you can also make it visible to the applicant by checking the 'Post to online status' checkbox and entering your comment in the Public comments box.
    - Click Save



- **Contact**:
  - Choose the appropriate subcode
  - Enter a Subject, so that the contact is easily identified after saving
  - You can enter a private comment, which is visible to administrators who have access to applications. Or you can also make it visible to the applicant by checking the 'Post to online status' checkbox and entering your comment in the Public comments box.
  - Click Save



- **<u>Watch Flag</u>**:
    - Choose the subcode to apply a watch flag to the application
    - Adding a subject and comments are optional
    - Click save



-Watch Flags will show in Slate and in the Reader