



# Quick Reference – inForm Tool

## How to Add Remarks



### Purpose

The purpose of this Quick Reference is to provide information regarding how to add remarks to a report in inForm.

### Summary

Remarks History provides:

- information regarding any comment made about the report; and
- an option to add comments or remarks to a report.

Remarks information includes the Remark ID number; date and time the remark was entered, user name of the individual entering the remark; and full text of the remark.

### Steps

The following are the steps to access Remarks History and enter a remark.

1. Remarks History is found at the bottom of the Report Form Status Page.
2. To add a remark, type the comment into the blue box under the phrase Add remarks to history. There is an option to make the remark private by clicking the box adjacent to the word Private. Click the Add Remarks button to insert the remark.

[Program Name:](#) Resident Opportunity Self-Sufficiency (ROSS) Service Coordinators  
[Grantee Name:](#)  
[Report Name:](#) HUD-PRL Report  
[Funding/Grant Period:](#) 10/01/2016 - 09/30/2017 ROSS0 (ROSS171035)  
[Report Period:](#) 10/01/2016 - 09/30/2017

This screen displays the status of report forms and their revisions, along with attached files. To continue entering report form information, click on 'Grantee Selection'.

Report Form Status				
<a href="#">Report Submissions:</a>	<a href="#">Report Status:</a>	<a href="#">Status Date:</a>	<a href="#">Report Action:</a>	<a href="#">Print:</a>
<a href="#">Edit Original</a>	Saved	08/11/2017	<a href="#">Delete Report</a>	HTML Print Form <input type="button" value="Go"/>

Report Status History				
<a href="#">Report Submissions:</a>	<a href="#">Report Action:</a>	<a href="#">Date/Time:</a>	<a href="#">User Name:</a>	<a href="#">Change (if known):</a>
Original	Saved	08/11/2017 04:29:48 PM	StrategyGen User2	
Original	Saved	08/11/2017 04:27:01 PM	StrategyGen User2	

Contacts		
<a href="#">Contact Name:</a>	<a href="#">Telephone #:</a>	<a href="#">E-mail:</a>
HUD User1	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>
StrategyGen User1	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>
HUD User2	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>
StrategyGen User2	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>
HUD User3	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>
StrategyGen User3	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>
StrategyGen User4	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>

Remarks History			
<a href="#">Remark ID:</a>	<a href="#">Date/Time:</a>	<a href="#">User Name:</a>	<a href="#">Remarks:</a>
			<p style="text-align: center;"><a href="#">Add remarks to history:</a></p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p style="text-align: center;"><input checked="" type="checkbox"/> Private: <a href="#">Add Remarks</a></p>

Figure 1: Remarks History



# Quick Reference – inForm Tool

## How to Add Remarks



- After adding a remark, the remark and related identifying information are listed under Remarks History. Private remarks have a [P] to the right of the Remark ID number.

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<a href="#">Contact Name:</a>	<a href="#">Telephone #:</a>	<a href="#">E-mail:</a>
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StrategyGen User2	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>
HUD User3	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>
StrategyGen User3	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>
StrategyGen User4	Not Available	<a href="mailto:TempEmail@gmail.com">TempEmail@gmail.com</a>

Remarks History			
<a href="#">Remark ID:</a>	<a href="#">Date/Time:</a>	<a href="#">User Name:</a>	<a href="#">Remarks:</a>
2	09/28/2017 09:08:20 AM	Strategy Gen2	Remark
1 [P]	09/28/2017 09:08:11 AM	Strategy Gen2	Remark

[Add remarks to history:](#)

[Private:](#) [Add Remarks](#)

Figure 2: Examples of Remarks