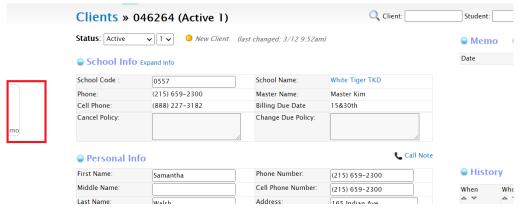


Korean

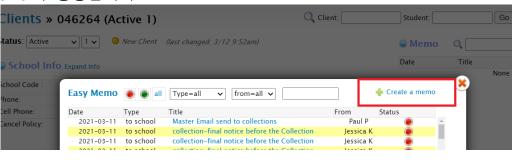
Easy Memo

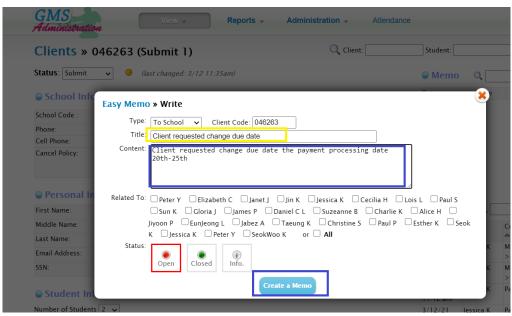
계정에 메모를 남기는 기능입니다.

View>Client 에서 고객의 계정이 열린 화면에서 Personal Info 왼쪽에 **Memo** 를 누르면 Easy Memo 를 만들수 있는 창이 열립니다.



+ Create a memo 를 누르면 창이 열립니다. Title 에 핵심이 되는 제목을 입력하고 Content 에 자세한 세부사항을 기록하고 열린 창 하단에 있는 Create a Memo 를 누르면 Easy Memo 가 형성됩니다.

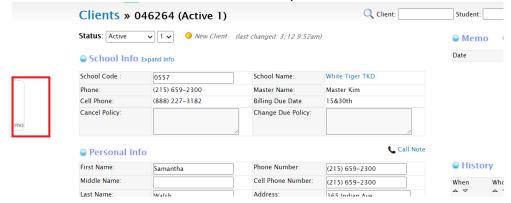




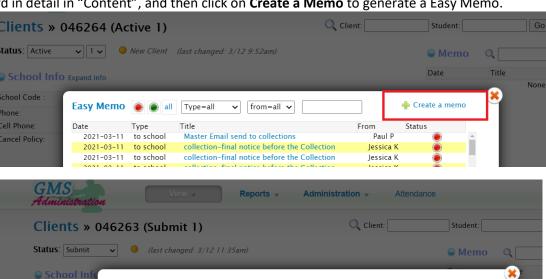
English

Easy Memo

From the View>Client setting, on the screen displaying a client's account, click on the **Memo** located on the left of Personal Info to create an Easy Memo.



If you click on + Create a Memo, the Easy Memo window will pop up. Enter the topic words on the "Title", record in detail in "Content", and then click on Create a Memo to generate a Easy Memo.



K Jessica K Peter Y SeokWoo K or All

Easy Memo » Write

Content:

Status:

Type: To School ✓ Client Code: 046263

Title: Client requested change due date

School Code

Cell Phone

Cancel Policy:

Personal I

Student Ir

Middle Name