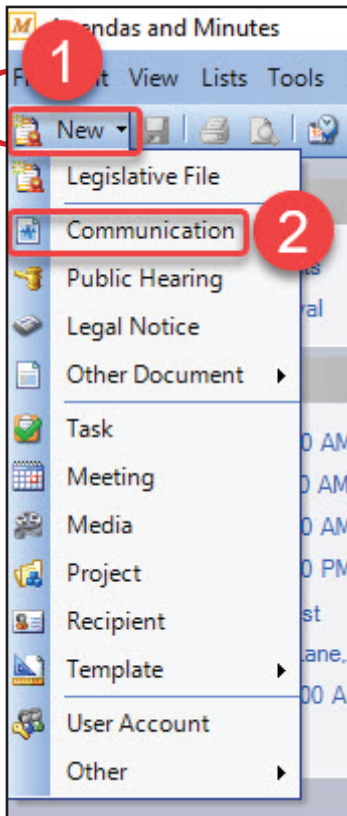




File How to Create a New Communication



- 1 Click the dropdown arrow next to **New**
- 2 Choose **Communication**

- 3 Choose the **Communication Type**
- 4 Choose the **Received Date**
- 5 Choose the **Target Meeting**
- 6 Type the **Subject**
- 7 Type a brief description of the item in the **Details** field

A screenshot of the 'Edit Communication' form. The form has several fields and buttons. Red circles with numbers 3 through 7 are placed over the following elements: 3. 'Communication Type' dropdown menu (set to 'Letter'). 4. 'Received' date field (set to '2/1/2022'). 5. 'Target Meeting' dropdown menu (set to '1/12/2022 9:00 AM (Wed) - Licensing Review Board - Licensing'). 6. 'Subject' text field (containing 'L004560/Jaws Construction Inc./John Jaworski'). 7. 'Details' text area (containing 'Letter has been requested by the board to explain the crime/violation committed as he disclosed on his application.'). There are also 'OK', 'Cancel', and 'Next' buttons on the right side of the form.



Communication x

Edit Communication

Town Board

Communication Type: Letter Received: 2/1/2022 **9** OK

Target Meeting: 1/12/2022 9:00 AM (Wed) - Licensing Review Board - Licensing **10** Cancel

10 Next

Subject:
L004560/Jaws Construction Inc/John Jaworski

File (optional): **8** Browse... Open...

Details:
Letter has been requested by the board to explain the crime/violation committed as he disclosed on his application.

- 8** To attach a document to the **Communication** click **Browse**
- 9** If adding additional **Communications** click **Next**
- 10** If done click **OK**