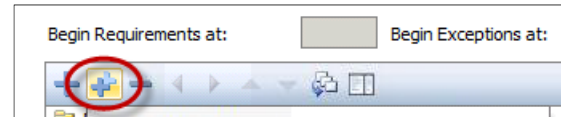


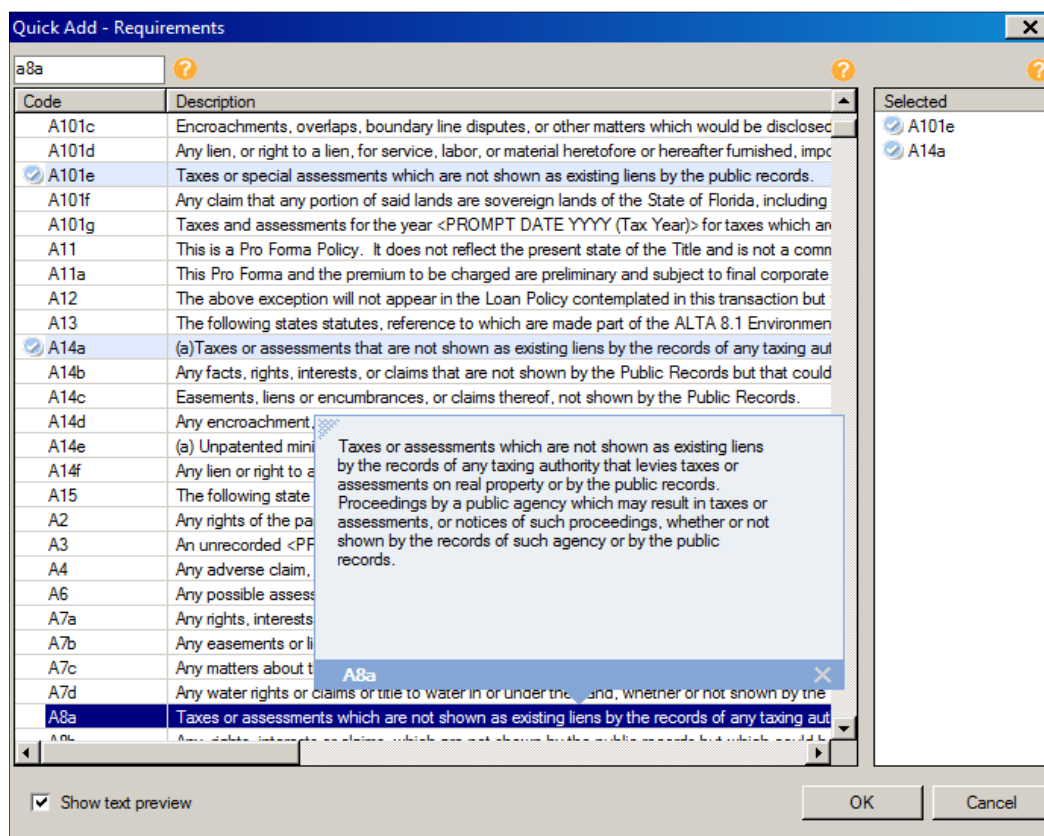
When adding exceptions and /or requirements/notes, using the **Quick Add Requirements or Exceptions** icon allows you to add multiple items from the same window.

From the **Prelim/Commitment – Schedule B** screen:

1. Click the **Quick Add Requirements or Exceptions** icon (or press **Ctrl + Ins**)
2. If you know the code, enter it in the upper, left-hand corner of the **Quick Add** window
3. Press the **Enter** Key



NOTE: If you don't know the code, scroll through the list. When you find the item, double-click to select it.



As you select codes:

- › A pop-up appears revealing the full text of the item
- › A blue check mark appears to the left of the item
- › A list of codes starts building in the **Selected** column (on the right)

4. Click **OK** when complete

NOTE: If you added a code in error, highlight it in the **Selected** column, then press the **Delete** key.