

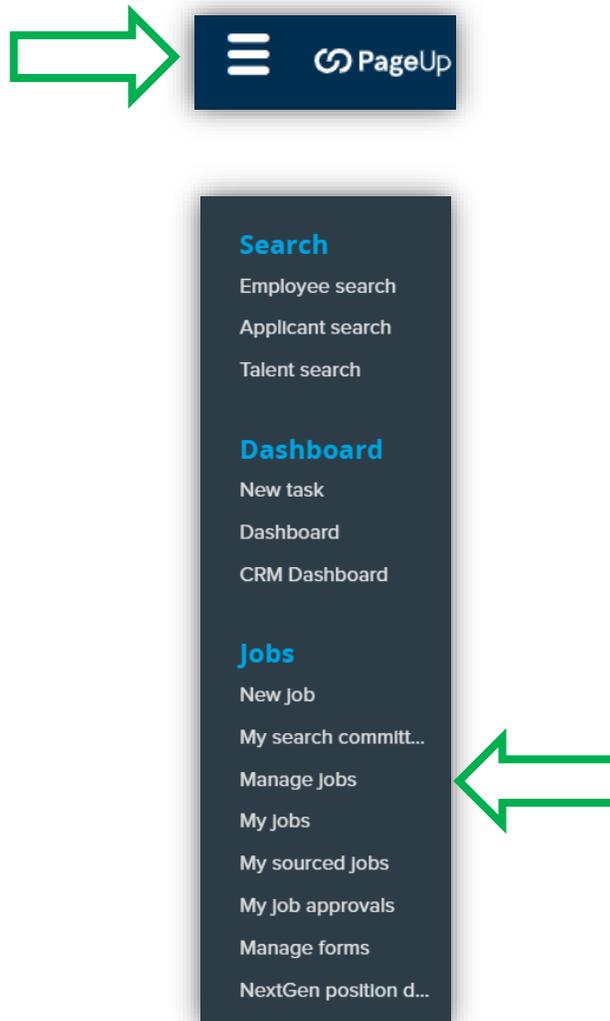


ADDING A NOTE TO A JOB CARD IN PAGEUP

Notes are a functionality in PageUp that allow you to communicate with other users about various items regarding the Job Card such as edits, tasks, comments, etc. All Notes are user and time stamped, PageUp records the history of all notes related to a Job Card. Ultimately, this is a way to keep PageUp-related communication internal to the system, so all users are aware rather than maintaining outside email communication.

Important information regarding the job posting will still need to be added in the “*Notes to HR Regarding Job Posting*” field. For example, “this position will work from the main campus as well as OSU-Tulsa.”

To create a note on a Job Card, open the Job Card by selecting the “*pancake*” on the home page and “*manage jobs*.”





To narrow the search, enter the *Job Posting Number* into the “*Job Posting Number*” field or select the appropriate title from the list of positions or jobs.

Status: All [Clear] [Search]

Types: All

Job Posting Number: 492401

+ Show other search criteria

<input type="checkbox"/>	Job No.	Date created	User	Title
<input type="checkbox"/>	492401	Jun 10, 2025	JOB	<i>i</i> Assistant Professor

Expand the menu on the left-hand side of the screen and select “*Notes*” from the menu.

Assistant Professor *i*

Requisition Numbe... • Crea

>

When you arrive on the next screen, select “*Note*” from the drop-down menu.

Position info >

Notes <

Sourcing

Job advertising

Documents

Add: Select

- Select
- Note
- Hold day

[Save a draft] [Save] [Save and exit] [Cancel]

A pop-up will appear where you may begin creating your note in the required *Note* field.



Add note

Note:*
Please remove 'Test' from the Job Display Title.

File: Test Doc.docx (13 kb) Delete

Email this note to:

User: Jake Teal

Other email: christy.bunney@okstate.edu;tkeen@okstate.edu

Complete the fields. You may drag the bottom right corner of the *Note* box if you need more space.

A related file may be uploaded to the note.

NOTE: Each note will only support one file. If an additional file is needed, create an additional note.

Select the checkbox next to “*Email this note to:*” to send a notification email to users that a new note has been added to the Job Card.

NOTE: If this is not checked, users will not be notified that a Note has been added.

Enter the name of the user who you would like to be notified of the note in the “*User*” field.

Enter the email address/s of any additional users you would like to be notified of the note in the “*Other email*” field.

NOTE: When notifying multiple users, you must separate them with a *semicolon*.



Select “*Save*” and the note will be sent to the users input and will be logged in the Notes history on the Job Card.

Notes history example:

Jul 11, 2025, 1:03pm

Jobs Account HR User

[Test Doc.docx](#)

Please remove 'Test' from the Job Display Title.

Note emailed to: tkeen@okstate.edu;christy.bunney@okstate.edu;jake.teal@okstate.edu