Notes

This tab represents a notebook for saving different additional information concerning current client. For example, this may be used by managers to share relevant info regarding particular customer.
To add a new note, open the **Note** tab of respective client, click the **Add Note** button on the toolbar, enter the message or select a file and click **OK**.
Also, you can edit or remove notes associated with respective client. **To change an existing note**, hover over the comment you'd like to edit and click on e dit icon . Then, a new pop-up window with settings appears.

To quickly **remove a note**, hover over the comment you'd like to cancel and click delete icon .

Screenshot: Notes tab