

# 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 edit 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

Client InfoCustom FieldsDIDsNotes

+ Add Note

Rows 1 – 0 of 1

Updated by	Comments		
admin 04/11/2018 14:42:01 +0000	Notes on client accessibility File: clients_list_6-03-2018.csv		