

Using job notes

1. In Job Manager, from the **Job** menu, select **Notes**.
2. In the Job Notes dialog box:

To	Do This
Add a job note	In the Add a New Note box, type a note, and click Add . Job notes are visible to Dashboard users and InSite administrators.
Change a job note	Select the job note, and click Edit . Make your changes and click Save . The changed note is moved to the top of the list.
Delete a job note	Select the job note, and click Delete . This job note is marked as deleted and hidden.
Show deleted job notes	Select the Show Deleted Notes check box. To see the full text of a deleted job note, select the note, and click View . Note: Job notes are not deleted permanently. When you select this check box, all the job notes for this job that have been created, edited, or deleted are displayed.

NOTE: Some characters are considered 'Illegal' in Job Notes. Illegal characters like Emojis and other 4byte UTF8 characters (i.e. some Math or Musical Symbols) may cause issues if used (i.e Job Imports may be invalid).