

Add a note to provide additional job information that can be viewed in the Properties pane.

1. Locate the job, and right-click the job row.
2. In the menu that appears, select **Add Note**.
3. Select the users who can view this note (for staff users only)
4. Type the note, and click **Add**.

Tip: If a Customer or Staff User has enabled the **Job Note Modified** event email, they will receive an email about the job note as well.