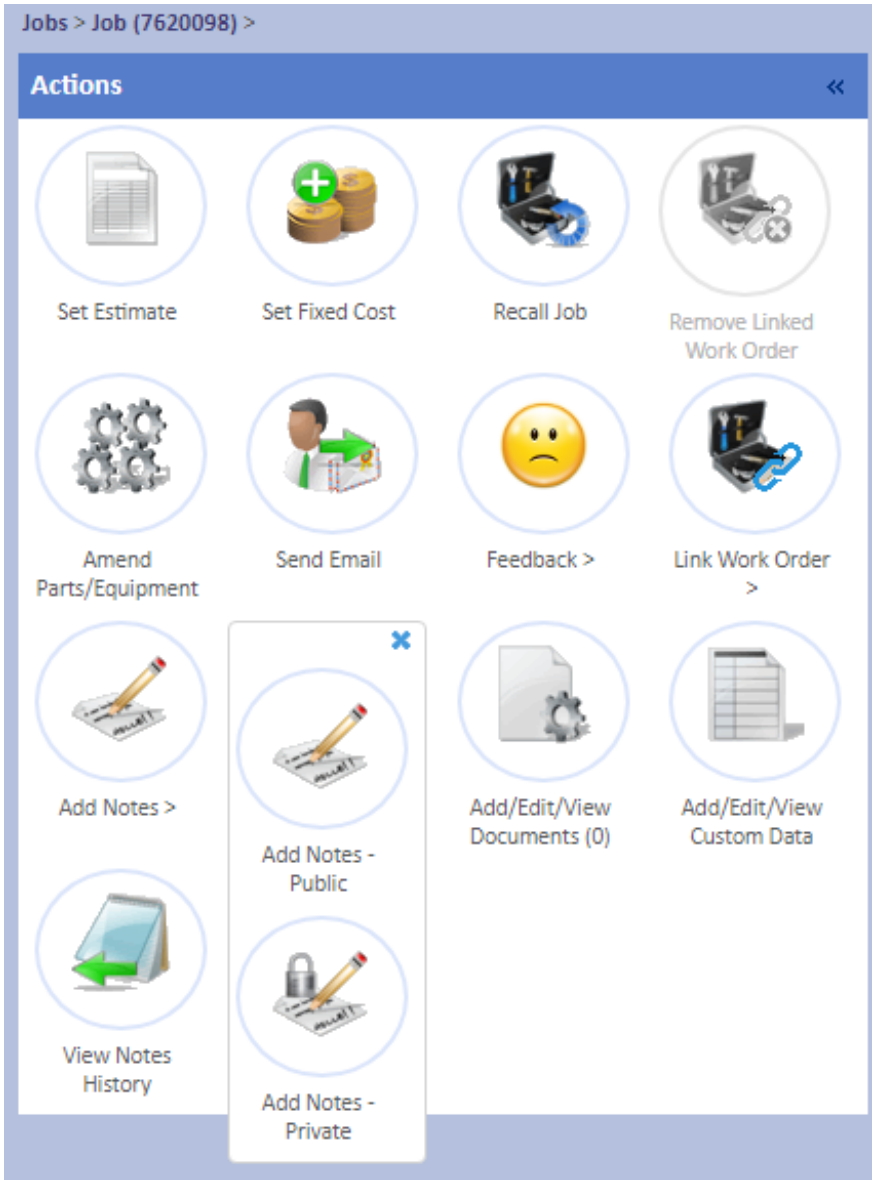
Add Notes on a Job Introduction

Fri, Jan 19, 2024 Add Notes on a Job

Sometimes, additional information may be available that would be useful for the Resource or other Users to know. This can be done using the "Add Notes" action.

1. On the Job Detail screen, select the "Add Notes - Public" button to display the Add Notes pop up.



2. Enter the desired notes and click "Save" to add them to the job. Alternatively, click "Cancel" if the notes are no longer needed or if the Add Notes screen was invoked incorrectly.



Note: It is possible for notes, either public or private, to be added to jobs that have been completed as well.

Add Private Notes on a Job

View/Translate Notes

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=603