

# Job Note Types & Note Groups

**Settings – Job Note Types & Note Groups** allows the user to:

1. Set up Job Note Types, then on the Job details page you can assign a note to a note type. The note will then be sent out to the email addresses that you set under **Emails to Send Note to**. You can include multiple email addresses separated with a semi-colon.
2. Set up Job Note Type Groups. You can then associate note types to each group. Users and Resources can then be associated to the to each group and that user or resource will have be able to select note types from the group in the job notes area.

## Note Types

Note Types Grid

Note Groups Grid

Back to Settings Menu

+ ADD NOTE TYPE

Type Name	Group Name	Emails to Send Note to	Created Date	Created By	
Type 25	Main	bop1@bop1.com	07/10/2021 16:54	markdemo2	<div>EDITDELETE</div>

1

10

Items per page

1 - 1 of 1 Items

## Note Groups

Note Types GridNote Groups Grid

Back to Settings Menu

+ ADD NOTE GROUP

Group Name	# Users	# Resou...	Created Date	Created By	Is Default	
Main			06/05/2021 08:40	markdemo2	<input type="checkbox"/>	<div>EDITDELETE</div>

1

In User General Settings, User Type General Settings, Resource Details or Resource Type Details you can assign a 'Note Type Group'

