# Job Notes

Job Notes record all key job events, and can be viewed on the *Job Details* page:



Every step along the life-cycle of the job will be recorded here, but users can add their own notes to the job by selecting the *Add Note* button. This will create a new section in the *Job Notes* area for you to create your own note:

All notes can be sent out via email also.



You can configure settings for each user, and decide if they can view and edit job notes. These settings can be found in the *General Settings* tab of the *User Details* page:



Each key job event that is recorded in the Job Notes area, can be sent out via email notification to the relevant users. These settings can be configured in the *Email Settings* tab of the *User Details* page: