

Job Notes

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

Job Notes

<Job Tasks>

<Status>

<Note Types>

Excel

Add Note

Note	By	Date/Time	Task	Status	Type	Last Email Sent
Task 2617-002 created	Facilities Manager	15/07/2021 16:22	2617-002	Public		<div>Send Email</div> <div></div>
Resource Gary2 instructed on task: 2617-001. Expected Date set to 26 07 2021 16:19	Facilities Manager	15/07/2021 16:20	2617-001	Public		<div>Send Email</div> <div></div>

1

10

items per page

1 - 2 of 2 items

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.

Job Notes

<Job Tasks>

<Status>

<Note Types>

Excel

Add Note

Note	By	Date/Time	Task	Status	Type	Last Email Sent
		30/08/2021 12:05	Not Selected	Public	Not Selected	<div></div> <div></div>

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:

