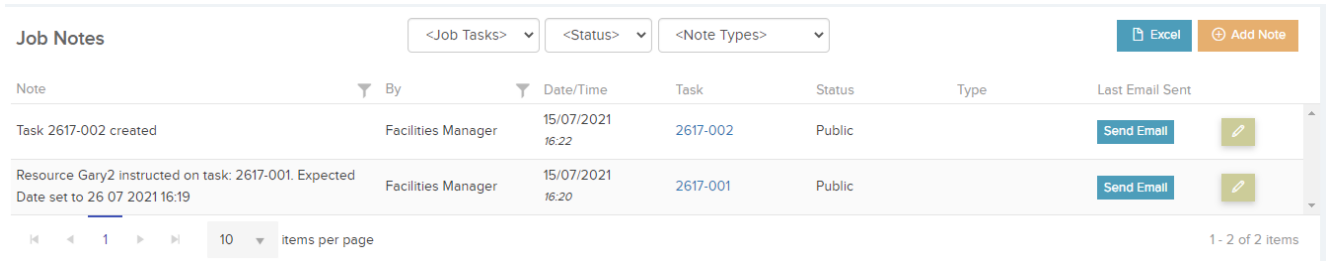




Job Notes

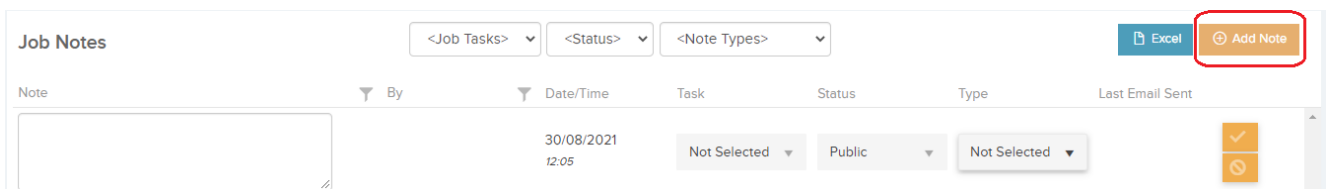
Job Notes record all key job events, and can be viewed on the *Job Details* page:





Note	By	Date/Time	Task	Status	Type	Last Email Sent
Task 2617-002 created	Facilities Manager	15/07/2021 16:22	2617-002	Public		Send Email 
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		Send Email 

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.



Note	By	Date/Time	Task	Status	Type	Last Email Sent
<input type="text"/>		30/08/2021 12:05	Not Selected	Public	Not Selected	 

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:

Can View All Job Notes	Yes
Can Edit All Job Notes	No

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:

Facilities Manager

Full Name

Facilities1

Username

User Details

General Settings

Email Settings

Job Report Settings

Manager App