

# General Notes - Edit/Delete

Here you can Edit/Delete notes you have created for the Customer/Job. Once you have selected and Opened the Job/Customer Double click on the Edit /Delete Button , Once the report generates you can Add/Edit and Delete from this section.

Make sure you are on the Entries Screen once Job is selected

Double Click Edit / Delete Button to make corrections as needed

The screenshot shows a software interface with a menu bar (File, Bank Transaction, Global Reports, Settings, Window, Layout, Help) and a toolbar with icons for New Job, Open Job, Create Transaction, Find Transaction, Check Reconciliation, Check Register, Global Report, Fee Category, and Exit. The main area displays 'JOB TITLE: Kitchen Remodel' and a sidebar with categories like Basic, Checks/Expenses, Estimation, General Entries, and Change Entries. A 'General Notes' window is open, showing 'Customer: Walter Mayhaul' and 'JOB NO: 497'. It contains a table with one record:

ID	Note Category	Description	Date
1043	Customers Selections	Vanity Curled Marble-Sink #1 / Finish Toe Gray	11/16/2015

At the bottom of the window are four buttons: Add (green plus), Edit (pencil), Delete (red X), and Return (green circular arrow). A red circle highlights the 'Edit / Delete General Notes' button in the sidebar and the 'Add', 'Edit', 'Delete', and 'Return' buttons at the bottom of the window.

Here you can Edit / Delete previous General Notes .