General Notes -Enter

Here you can enter Notes as needed to a certain Customer or Job.After you select customer or Job from the Open Jobs Button, Click on Enter General Notes and the window will generate to make youe entrie/entries.

Double Click Enter General Notes

JOB TITLE: **Kitchen Remodel**

⊙ ✎ **Entries**   🔍 📰 Reports

Make sure you are the Entries page to Enter your notes

Basic

✏ Edit Information

Checks/Expenses

🪙➕ Create a Check / Expense   🪙 Create a Draw / Deposit   Jol

Estimation

Import Job Estimation   Add / Edit Job Estimation

General Entries

Add / Edit Time Sheet   Add / Edit Work Order   Ad

Change Entries

Enter Invoice   Edit / Delete Invoice   En

Enter General Notes

Edit / Delete Materials Returned

ADD NOTE   — □ ✕

Customer: Walter Mayhaul   **JOB NO: 497**

Notes Category: Date:

[▾]   [8/16/2016   ▾]

Notes:

[   ]

➕   **💾**   **↩**
Save and add another   Save   Return

Here you can Save and Add another note.