



Untitled Page

Help Documentation

Adding a Note

To add a note to your note list, click on New Note when viewing your notes, or from the sidebar.

If you wish to add a note to a shared note list (Enterprise Edition Only) , you must be viewing the list, then use the New Note button from within the page.

- Color - Choose a color to make this note. You may wish to assign colors based on urgency or however you wish to color code.
- Note - The actual body of the note.
- Categories - You may assign one or more categories to each note to make for easier searching.