

## NOTES:

This area provides a location to make notes on a person. There can be different entry type notes. The authority can be set so that a person can see only notes made by them, or they can see other's notes as well.


There is a form function that will pull these notes into a document if desired.

**FROM THE MENU:** Person, Notes

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**Note Detail**  
Father Smith (File# 2; WARRANT)

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Entry date/time:  

Entry type:\*

Notes:

[Spell check](#)

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- **Entry date/time:** Enter the date and time of the note.
- **Entry type:** Select the type of note you are adding.
- **Notes:** Type the note.

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Click on the UPDATE button or press ALT+U to save your changes.

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