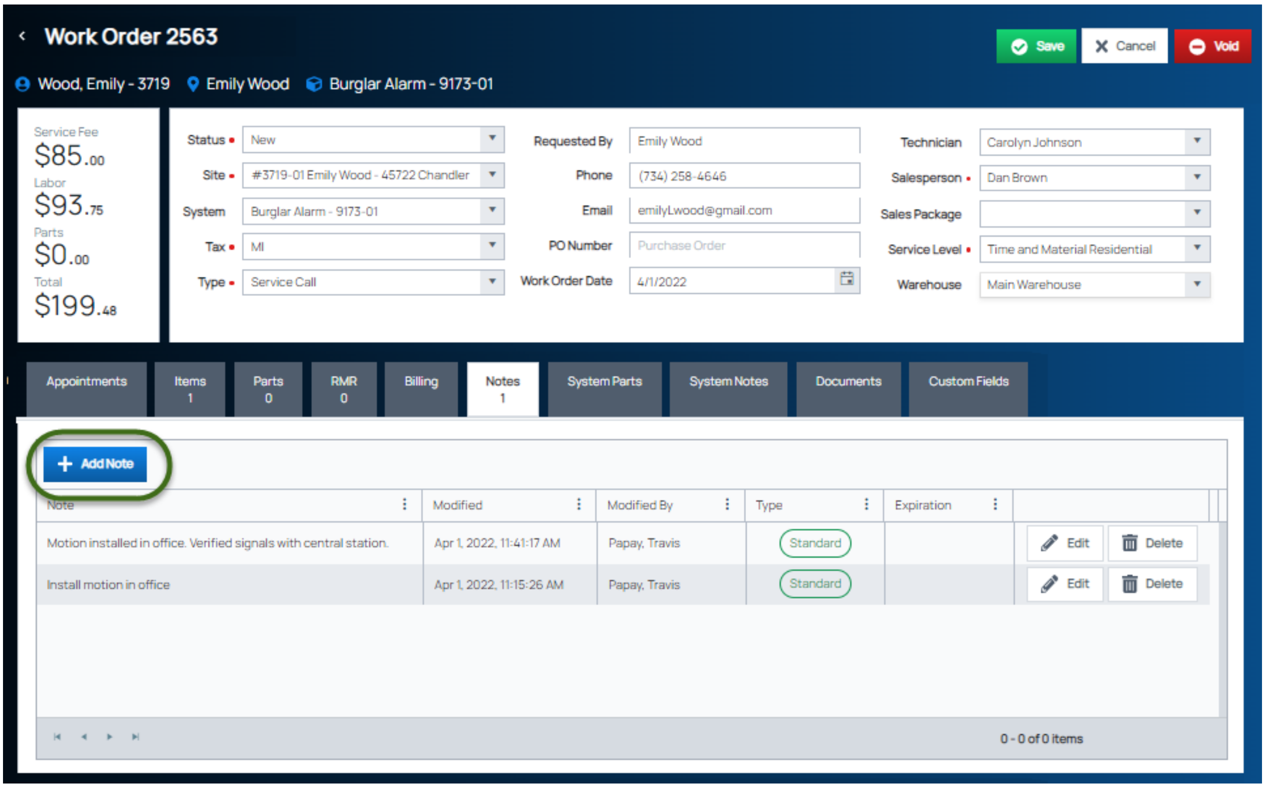
Add Notes to a Work Order

Last Modified on 05/05/2022 2:26 pm EDT

To add Notes to a Work Order, open the work order from the customer record or from Accounts Receivable > Work Orders.

Once the work order is displayed, click on the Notes tab, and then click on the edit button at the upper right of the page. Click on the Add Note button.



The Note Edit form will be displayed. Fill in the form, and then click on the Save button at the bottom of the form when finished.

Click the Save button at the upper right of the page.