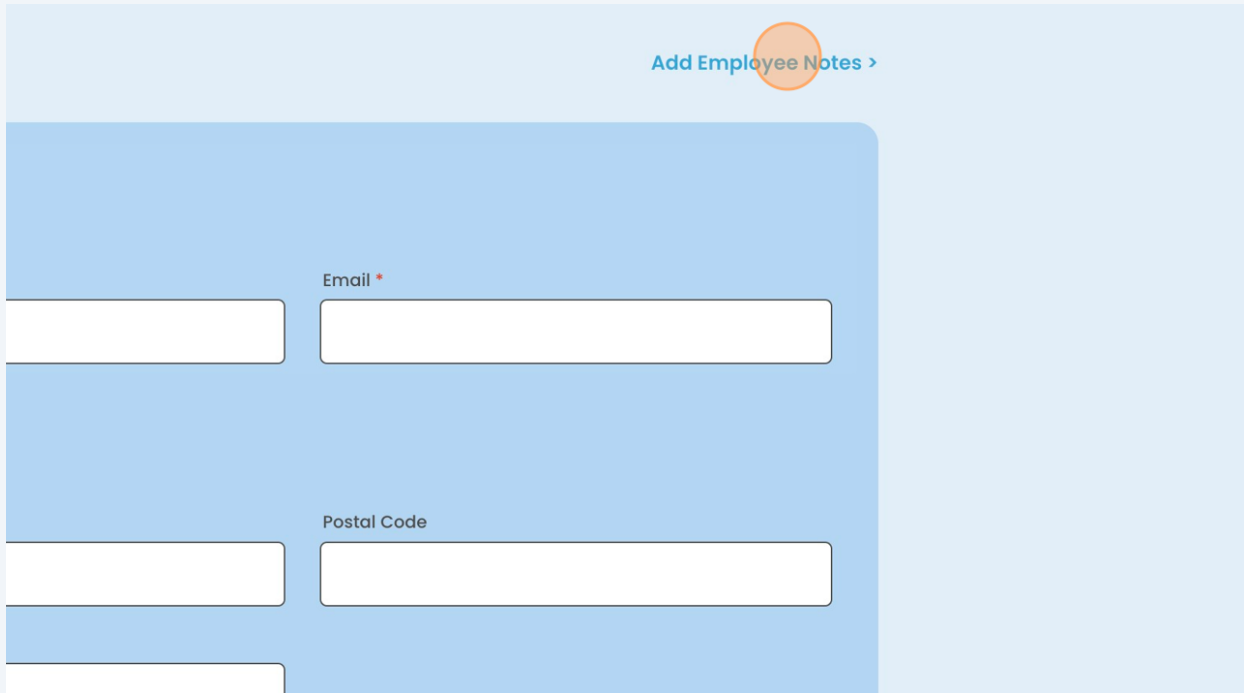


How to Add Notes for Employee

- 1 Click here to add notes for employee.



[Add Employee Notes >](#)

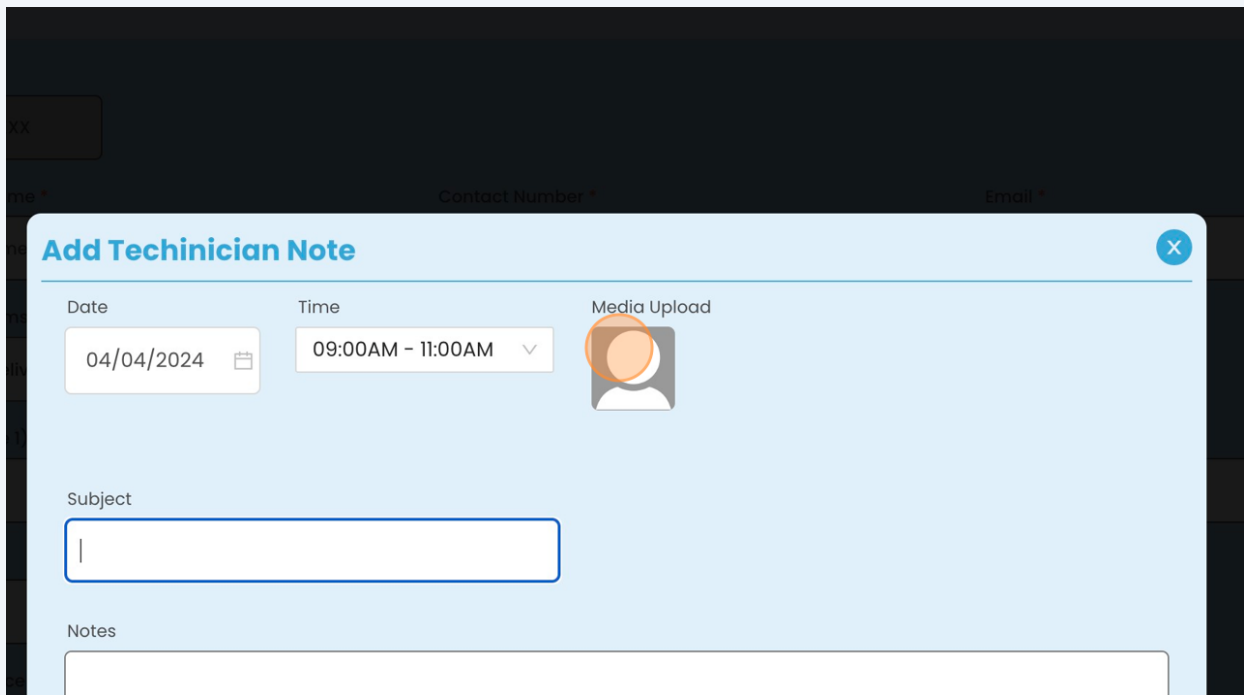
Email *

Postal Code



This note can be updated anytime, which will display the same notes for all jobs under the same booking.

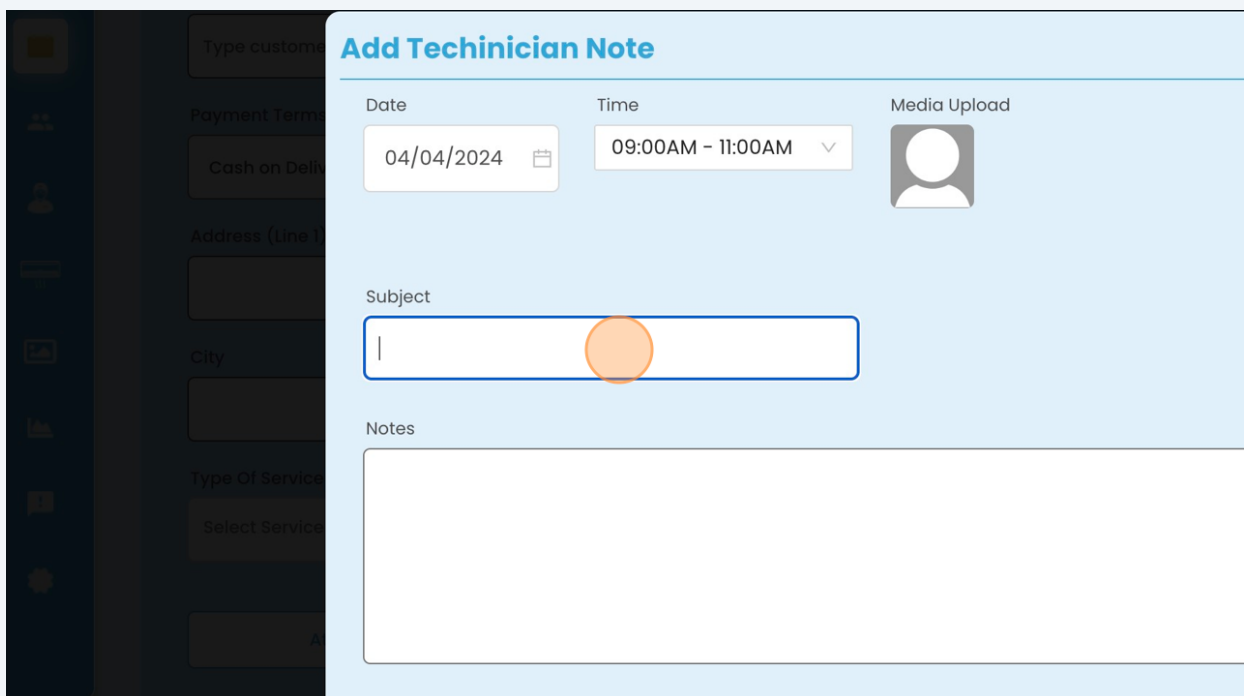
2 Click here to upload image.



The screenshot shows a light blue modal window titled "Add Technician Note" with a close button (X) in the top right corner. The form contains the following fields:

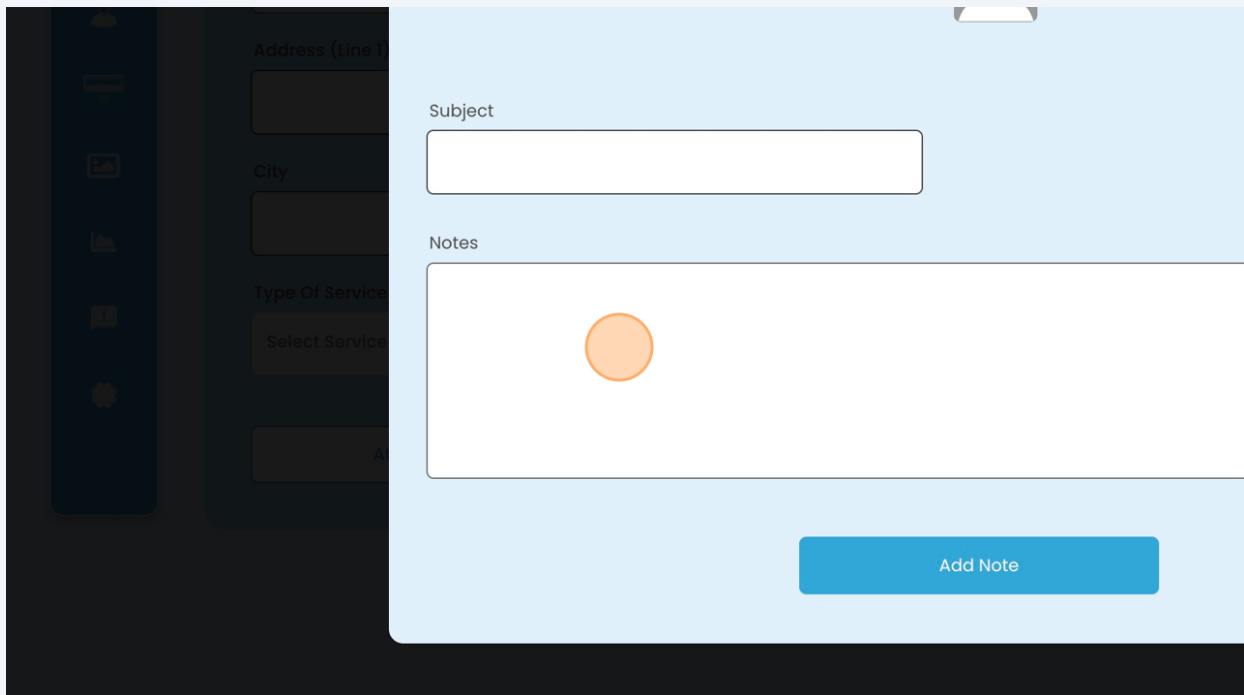
- Date:** A text input field containing "04/04/2024" with a calendar icon to its right.
- Time:** A dropdown menu showing "09:00AM - 11:00AM" with a downward arrow.
- Media Upload:** A button with a person icon, which is highlighted by an orange circle.
- Subject:** A text input field with a blue border and a cursor.
- Notes:** A large text area at the bottom.

3 Click here to fill in subject



This screenshot shows the same "Add Technician Note" form, but with a different focus. An orange circle highlights the "Subject" text input field. The background shows a dark sidebar with various icons and a form with labels like "Type customer", "Payment Terms", "Cash on Deliv", "Address (Line 1)", "City", "Type Of Service", and "Select Service".

4 Click here to fill in notes.



A screenshot of a web form. On the left is a dark sidebar with icons. The main form area has a light blue background. It contains a 'Subject' text input field, a 'Notes' text area, and an 'Add Note' button. An orange circle highlights the 'Notes' text area.

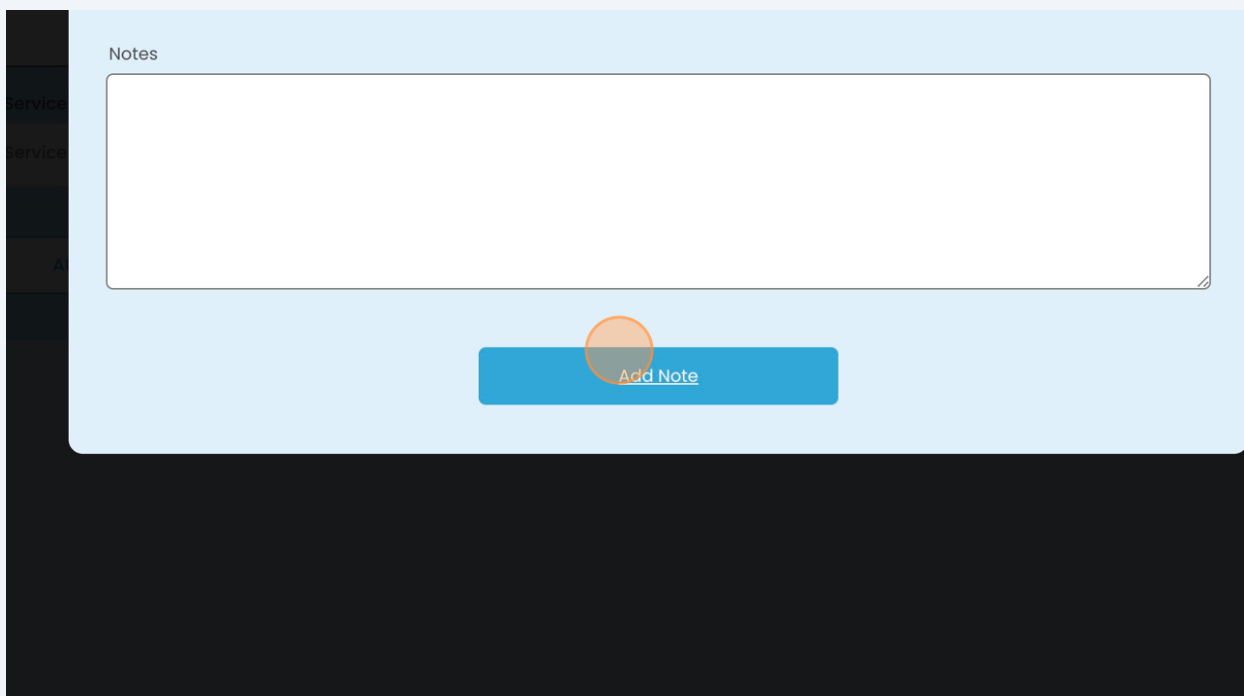
Address (Line 1)
City
Type Of Service
Select Service
Add

Subject

Notes

Add Note

5 Click "Add Note"



A screenshot of the same web form, but the 'Add Note' button is highlighted with an orange circle. The 'Notes' text area is also visible.

Notes

Add Note