



The main toolbar is active in ALL views.

Notes

- 1) From the main accounts view click on the 'notes' button.
- 2) Go into Record Mode.
- 3) Go into Add Mode.

06-23-2008 erin

- 4) Fill in the description in the middle box.
- 5) Save.

	MDY	User	Subject
1	06-23-2008	erin	
2	06-23-2008	erin	Description

Double Click Here to Edit

- 6) Go into Record mode.
- 7) To edit a note, double click on the subject field of that note.

Acct# 2 Subject Description
Rec# 3

Added
06-23-2008
10:49:56 am
erin

Edited
06-23-2008
10:53:27 am
erin

Notes Type Your Note Here...

Save Cancel

1 of ?

- 8) Type your note in the 'Notes' space.
- 9) Save.