

How to Add a Note to a Contact Record

To add a note to a Contact record:

- Hover over **Contacts** and select the relevant database, such as **Participants**



- Search for the record using the **Search** box



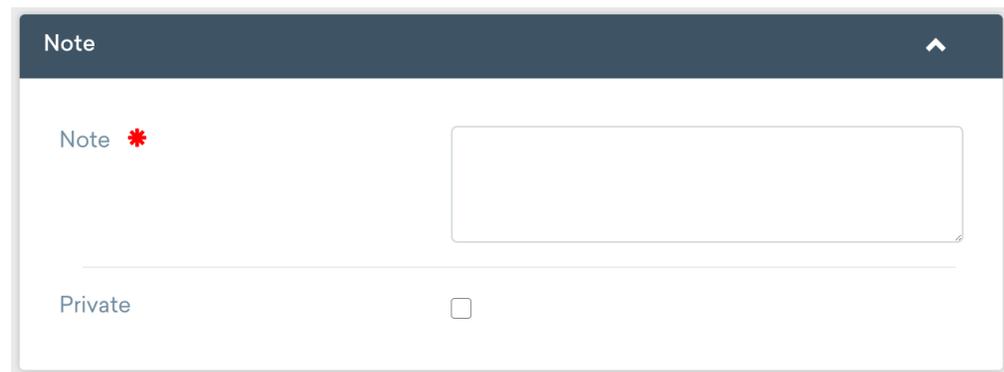
- Click on the **Eye** icon to the right of the record



- Select **Notes** from the sections on the left-hand side

- Click on the **Plus**  icon

- Complete the form and click **Save**



The screenshot shows a 'Note' form with a dark header bar containing the title 'Note' and an upward-pointing arrow. The main content area has a label 'Note' followed by a red asterisk, indicating a required field. To the right of the label is a large, empty text input box. Below the input box is a horizontal line, and under that line is the label 'Private' followed by an unchecked checkbox.