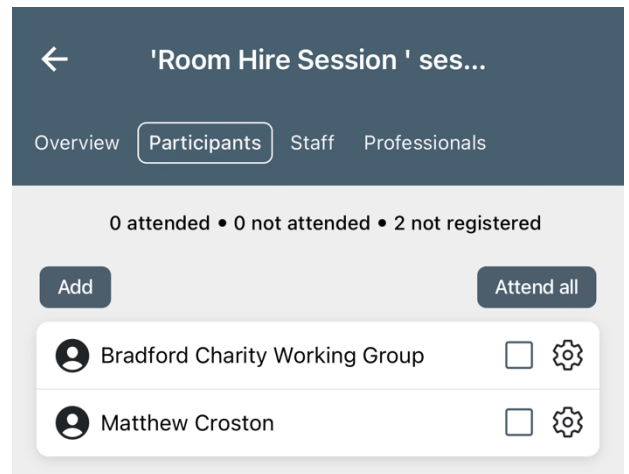


How to Record a Note

To record a **Note** within the Views Mobile App:

- Go into the **Calendar** tab and go into a Session
- Click the **Cog** icon next to the participant
- Touch into **Notes**
- Click Add and enter your Note
- Click **Save**



← 'Room Hire Session ' ses...

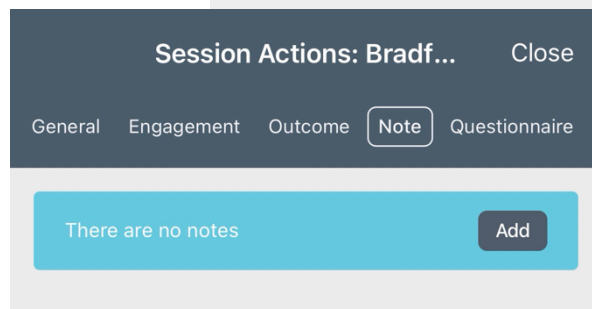
Overview Participants Staff Professionals

0 attended • 0 not attended • 2 not registered

Add Attend all

Bradford Charity Working Group ☐ ⚙️

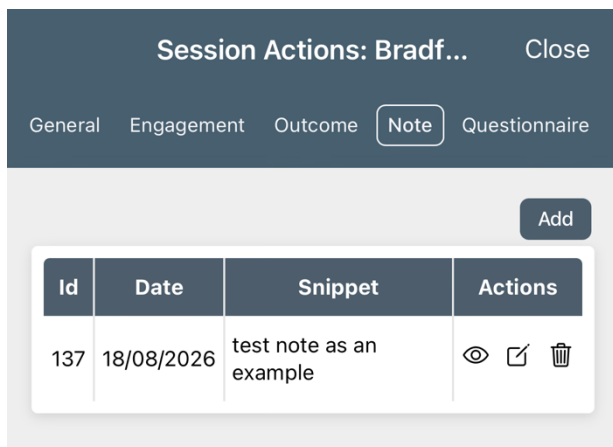
Matthew Croston ☐ ⚙️



Session Actions: Bradf... Close

General Engagement Outcome Note Questionnaire

There are no notes Add

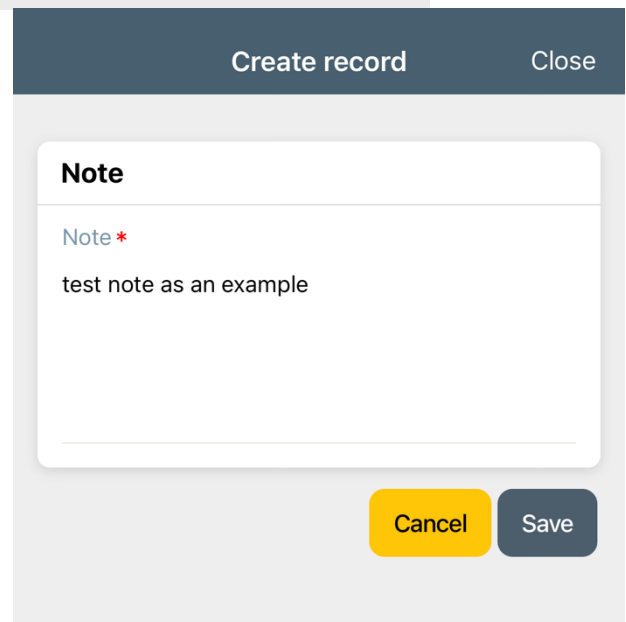


Session Actions: Bradf... Close

General Engagement Outcome Note Questionnaire

Add

Id	Date	Snippet	Actions
137	18/08/2026	test note as an example	👁️ ✍️ 🗑️



Create record Close

Note

Note *

test note as an example

Cancel Save