



Attaching Report Notes

This document provides instructions for attaching Report Notes to a report to record suggestions, reminders, or other comments.

Report Notes	1
Attaching Report Notes	1
Viewing Report Notes	1
Editing Report Notes	2
Removing Report Notes.....	2

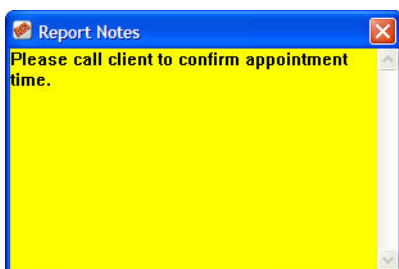
Copyright © August 2008, ACI
All Rights Reserved

Report Notes

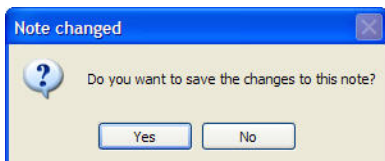
Report Notes are the digital version of little yellow sticky notes. Attach notes to a specific report field to record comments, suggestions, reminders, or other notes. Notes are saved in the report file for future reference. Report Notes do not print.

Attaching Report Notes

1. Open a report and click in a report field.
2. Click **Edit > Notes > Edit**, or click the **Edit Notes** (📌) icon, or right-click and select **Notes > Edit**, or press **F2** on the keyboard.
3. Enter the notes text. Click the red **X** to close the note.



4. Click **Yes** to save the note, or click **No** to abandon.



Viewing Report Notes

1. Click **View > Show Notes**, or press **CTRL+F2** on the keyboard. A note indicator (📌) is displayed in fields with an attached note.
2. Click a **note indicator** (📌) to open the note.

NOTE: Clicking **Edit > Notes > Edit**, or the **Edit Notes** (📌) icon, or right-clicking in a field and selecting **Notes > Edit**, or pressing **F2** on the keyboard also opens a note.

3. Click the red **X** to close the note.

NOTE: Click **View > Show Notes** again to hide the note indicators.

Editing Report Notes

1. Click **View > Show Notes**, or press **CTRL+F2** on the keyboard. A note indicator (📌) is displayed in fields with an attached note.
2. Click a **note indicator** (📌) to open the note.

NOTE: Clicking **Edit > Notes > Edit**, or the **Edit Notes** (📌) icon, or right-clicking in a field and selecting **Notes > Edit**, or pressing **F2** on the keyboard also opens a note.

3. Edit the notes text. Click the red **X** to close the note.
4. Click **Yes** to save the changes, or click **No** to abandon.

Removing Report Notes

1. Click **View > Show Notes**, or press **CTRL+F2** on the keyboard. A note indicator (📌) is displayed in fields with an attached note.
2. Click in a field containing a note.
3. Click **Edit Notes > Remove**, or right-click and select **Notes > Remove**, or press **CTRL + SHIFT + F2** on the keyboard to clear the note.

TIP: To clear all notes from the report, click **Edit > Notes > Remove All**, or right-click in a field and select **Notes > Remove All**.