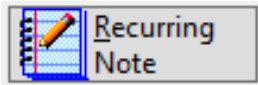


How To: Create Recurring Notes



This feature allows entering a listing of notes used on a regular basis. By simply having these notes listed under the Recurring button on the Notes page, they can quickly be associated with the Customer Order, PO, etc. without having to retype the same information repeatedly. Sort and search by the notes by description or number. Use this to distinguish between notes for various departments, as this recurring list is available in several areas of the software.

