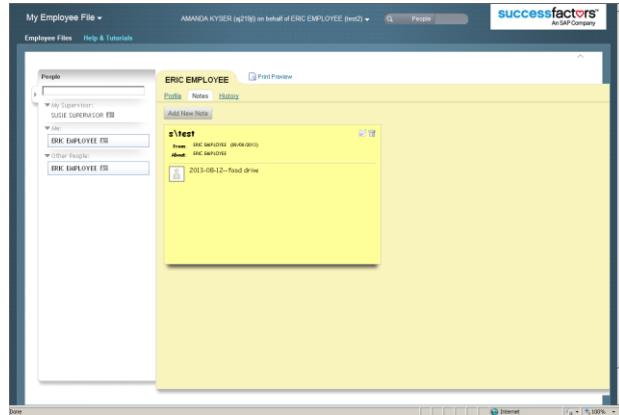
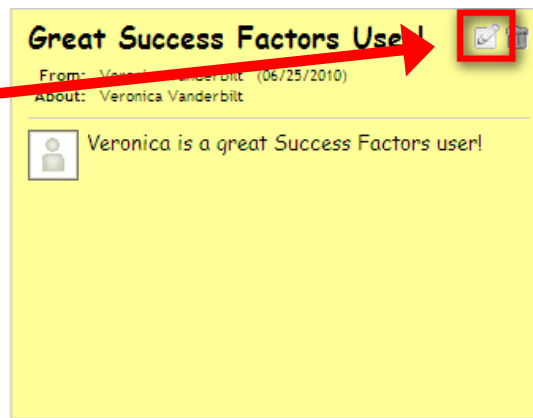


# Managing Notes:

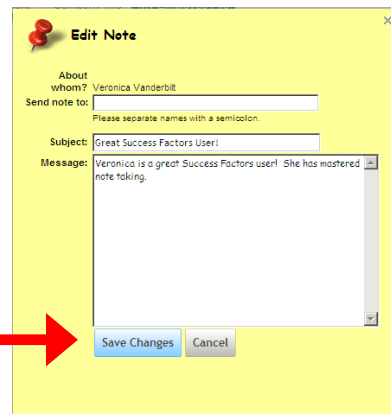
1. Begin by navigating to the Notes page (See Quick Guide – Creating a Note for details).



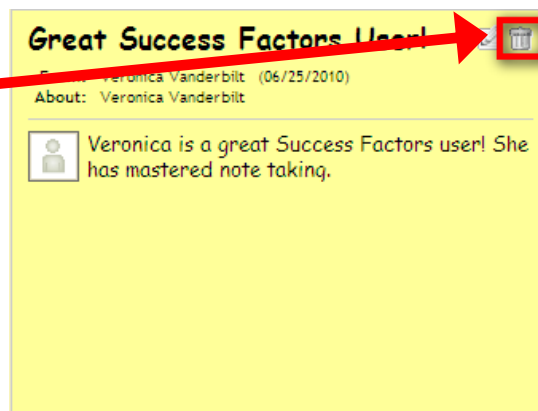
2. Editing a Note: Find the note you wish to edit. Select the edit button on the top right corner of the note.



3. The note will now open for editing. Make necessary edits to the note. If you wish to send the revised note to others, include their name in the "Send note to" field. Otherwise, leave this section blank. When all edits have been made, select Save Changes.



4. Deleting a Note: Find the note you wish to delete. Click the trash can at the top right corner.



Managing Notes (cont.):

5. Select “OK” to confirm notes deletion.

