



# Communication notes

Write, read and answer notes on a report.

|      |                 |       |
|------|-----------------|-------|
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| 12.2 | Read and answer | p. 55 |

# 12

# Write a note

**A11** Everyone with Communicate

Report > Communication Notes, or Notes in the app

Every report has one conversation. Everyone on the report can read it. Only users with the Communicate permission can write.

- 1

**New general note**  
Tap to open the form.
- 2

**Title**  
What the note is about.
- 3

**Category**  
Tap to open the list.
- 4

**Pick a category**  
Reminder, Formal notice, Urgent, Confirmation, Action required, Agreement or Causes delay.
- 5

**Write the message**  
To the team of the report.
- 6

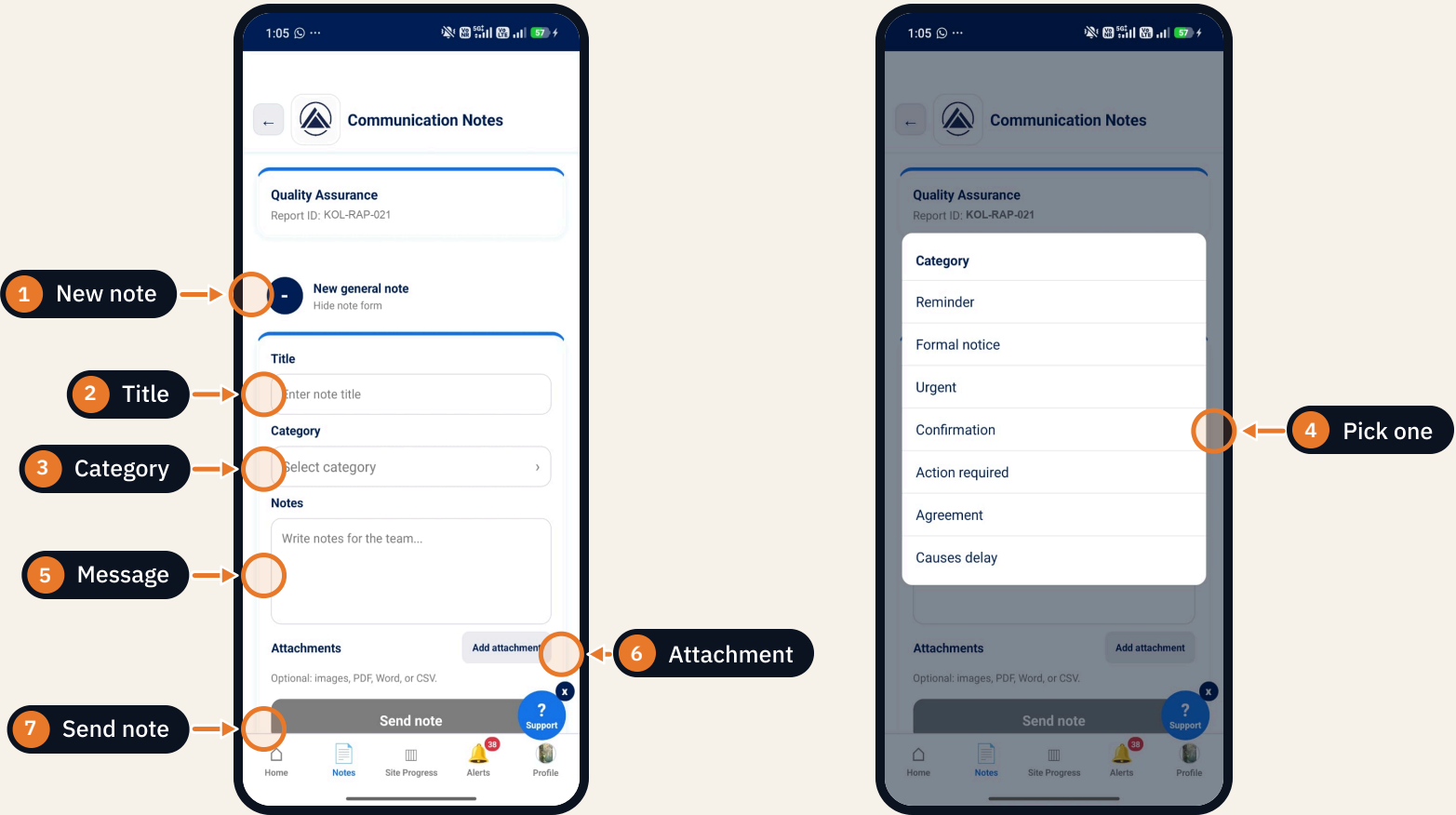
**Add attachment**  
Images, PDF, Word or CSV. Optional.
- 7

**Send note**  
The team receives it.

NEXT

Read and answer notes.

→



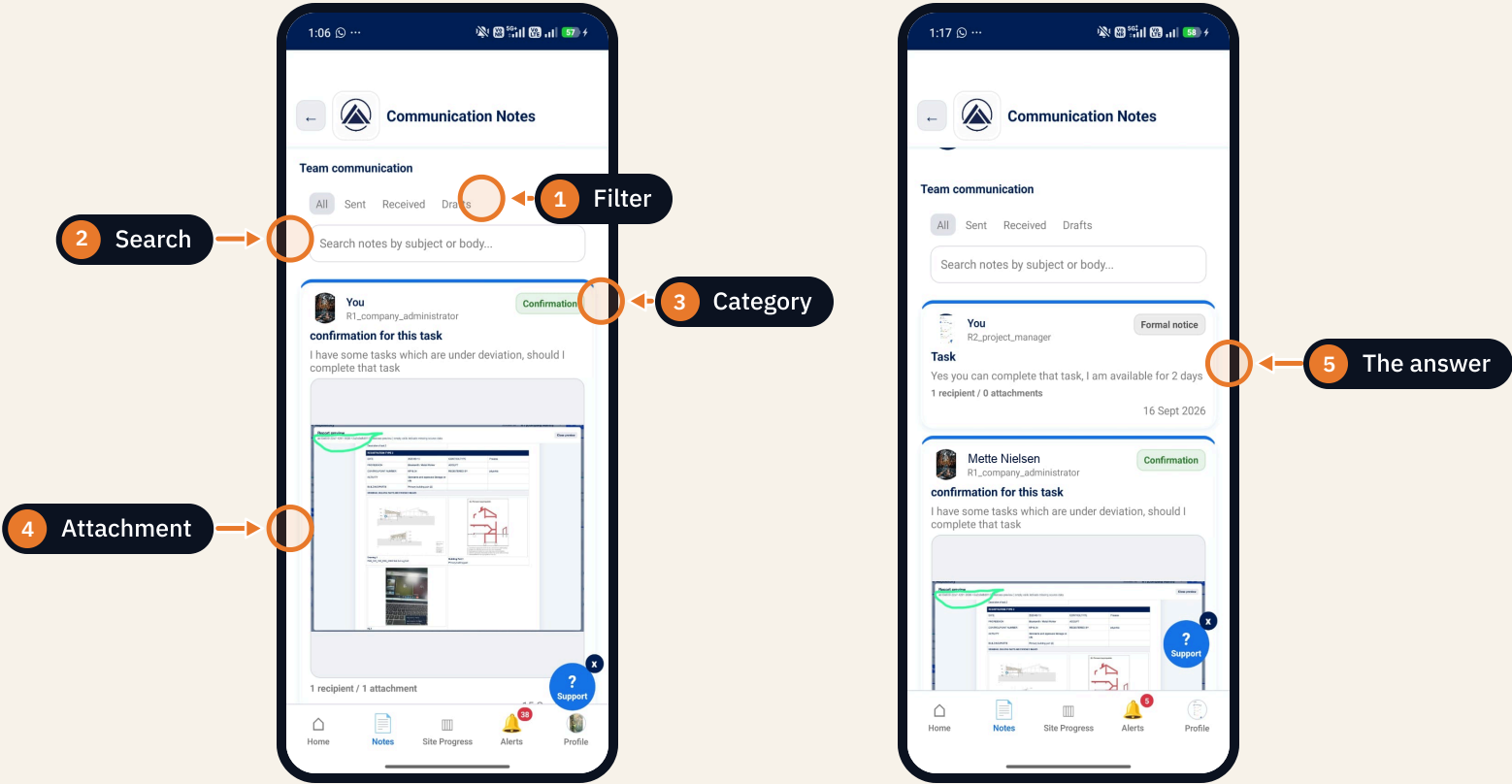
# Read and answer

A11 Everyone with Communicate

Communication Notes > Team communication

Questions and answers stay with the report as part of its record.

- 1 **Filter**  
All, Sent, Received or Drafts.
- 2 **Search**  
By subject or text.
- 3 **Category**  
Shows the tone before you read.
- 4 **Attachment**  
Tap to open it.
- 5 **The answer**  
Replies appear on top, with sender, role and date.



NEXT  
Chapter 13: pay for the report. →