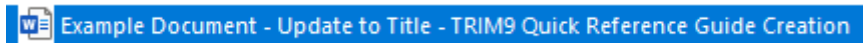


### Adding Notes to a Record

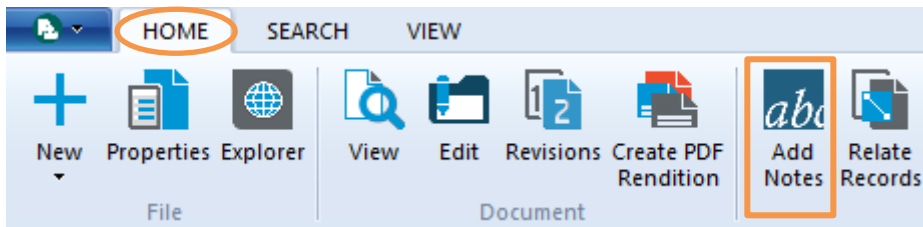
The Notes function in TRIM can be used to provide additional information about the content/context of a record. Adding notes to a record is most suitable for recording information about a record which may be needed by yourself or a colleague in the future, where the information doesn't require the creation of a new record.

To add notes to a record in TRIM:

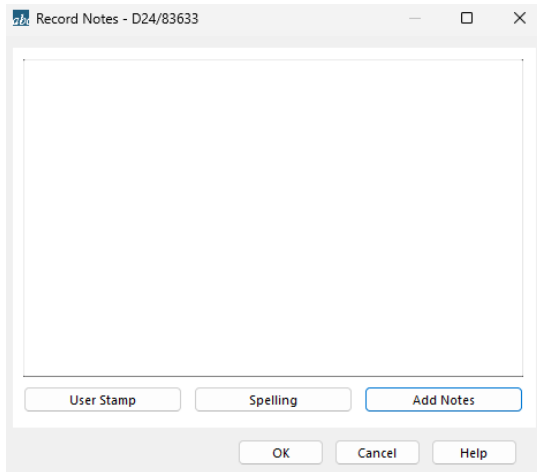
1. Locate the record which you want to add a note to.
2. Click on the record once to highlight it blue:



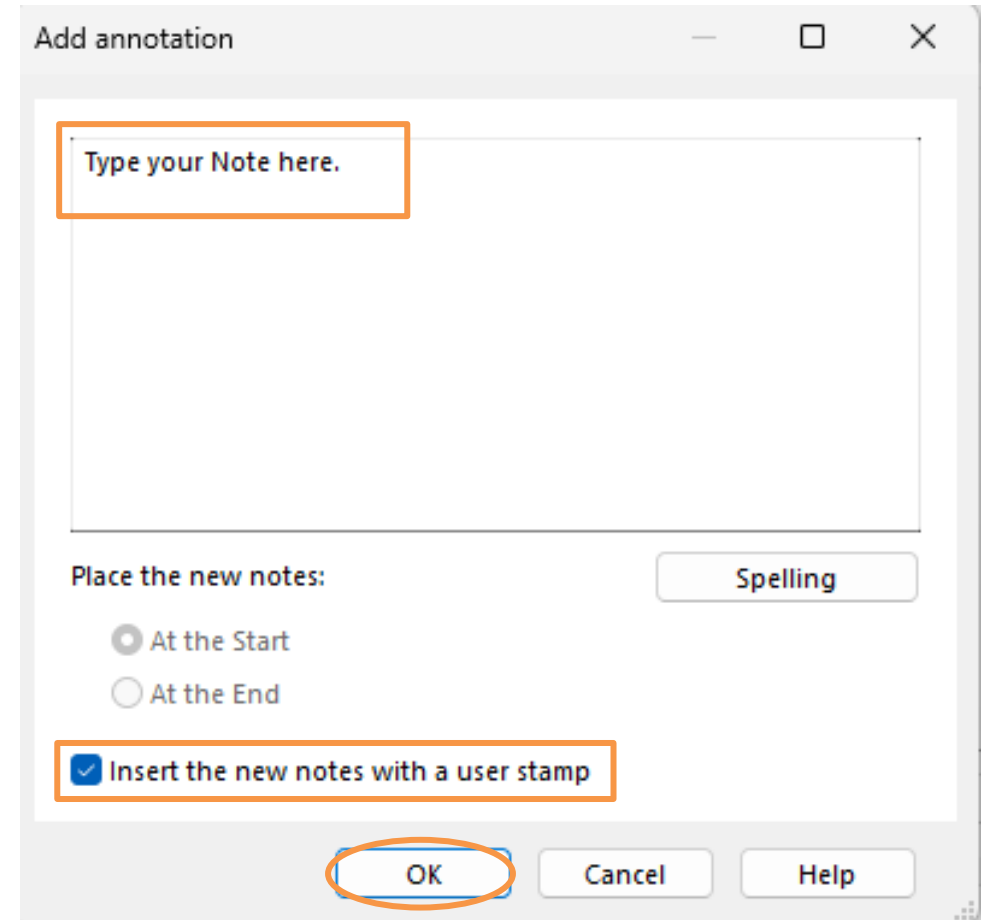
3. Select the '**HOME**' tab, then select the **Add Notes** button:



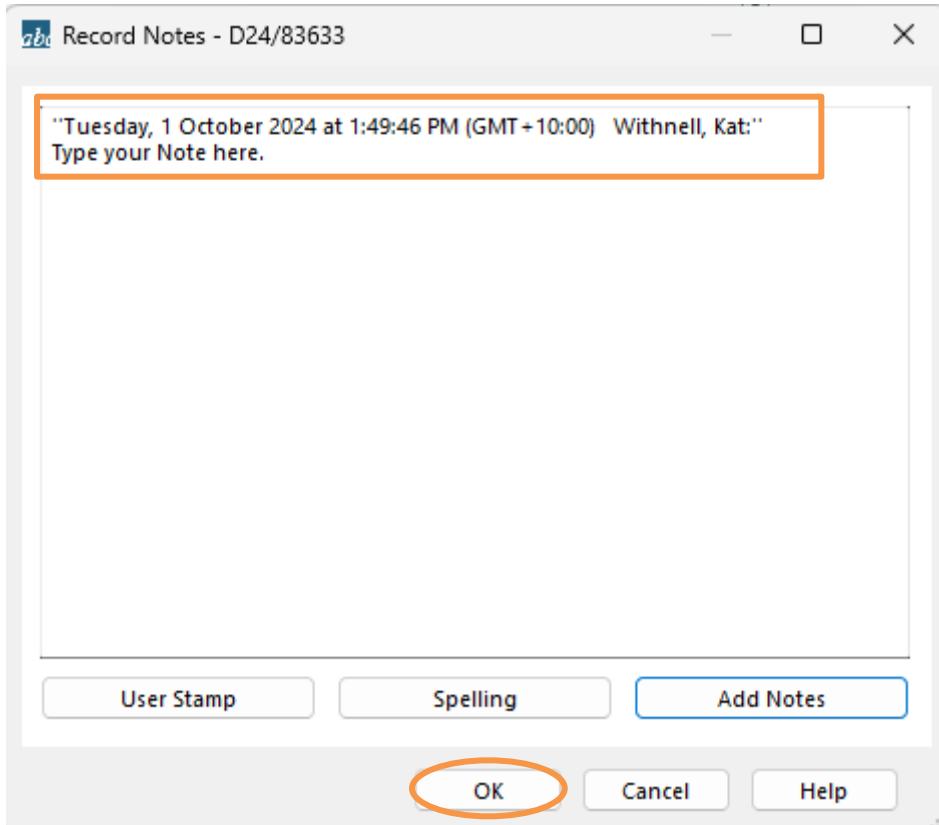
4. The '**Record Notes**' window will appear. Select **Add Notes**:



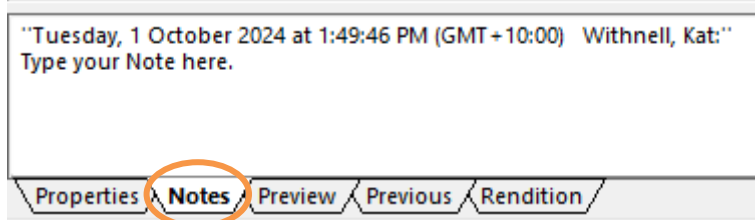
5. The '**Add annotation**' window will appear. Type your note in the area as shown below and ensure the 'Insert the new notes with a user stamp' check box is ticked. Then select **OK**:



6. The **'Record Notes'** window will appear and display your new note with the user stamp above it. Select **OK** to finish saving your new note:

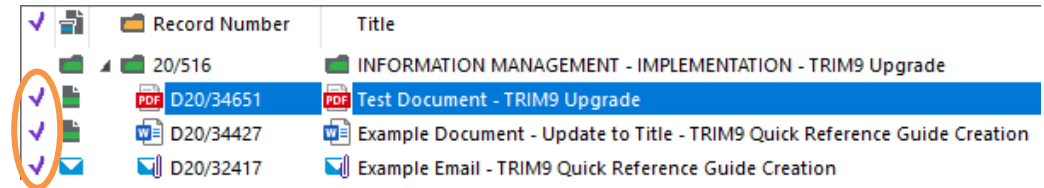


7. To view your new note, and any other notes which may exist on a particular record, click on the **Notes** tab at the bottom left of the TRIM screen:

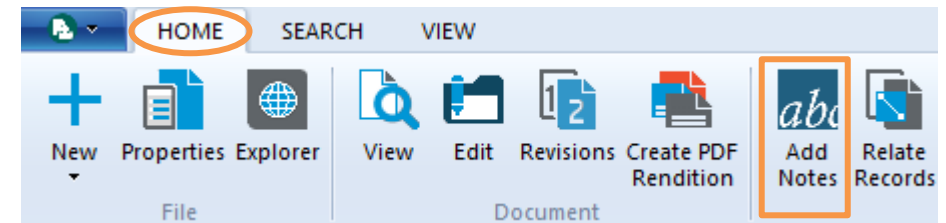


**Hint:** Should you need to add the same note to multiple records, it is possible to add a note to two or more records at once:

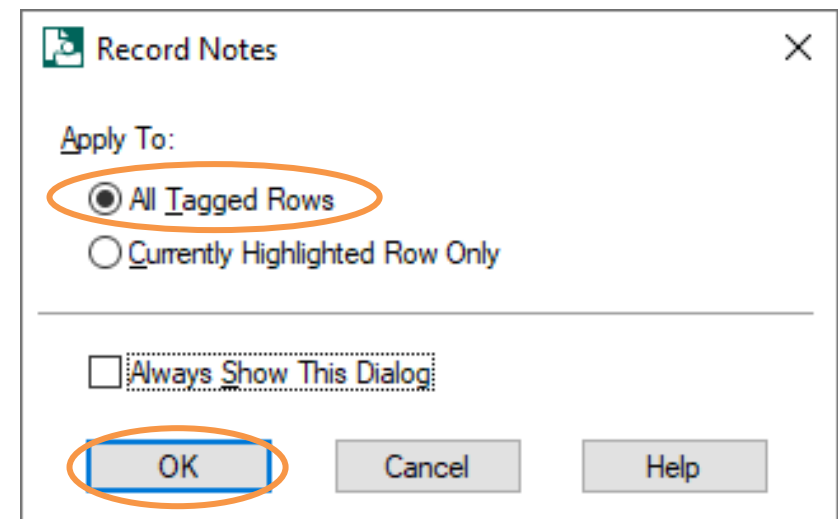
1. Tag the records you want to add a note to by clicking to the left of them:



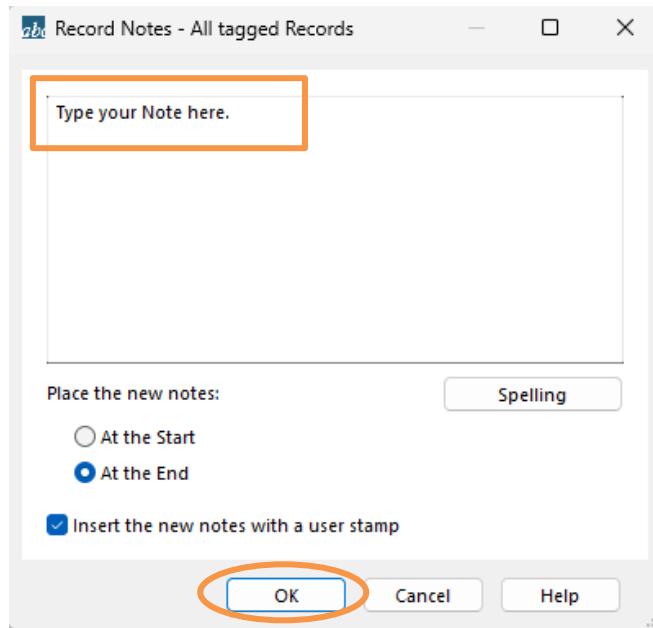
2. Select the **'HOME'** tab, then select the **Add Notes** button:



3. Ensure **'All Tagged Rows'** is selected, then click **OK**:



4. Type the note which you want to add to all selected records, then click **OK**:



5. Select **Yes to All**, and the note will then be added to all selected records:

