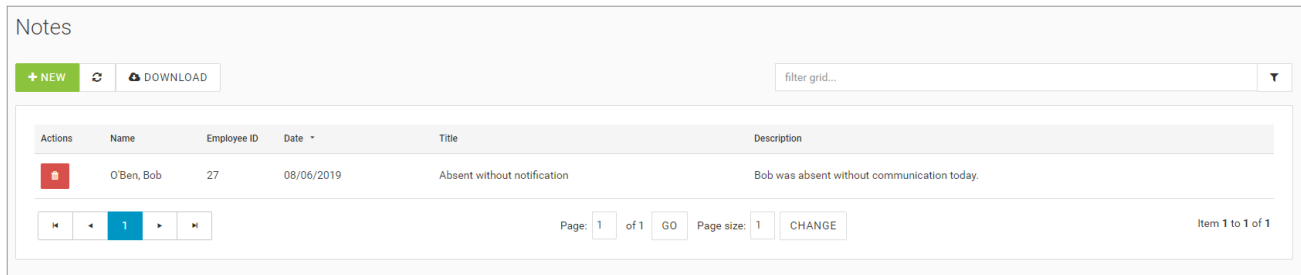


## Note Screen in Advanced HR 2.0

**Admins / Managers** can use the **Note** screen on the **Employee Maintenance** menu as way to enter notes about an employee that can only be seen by other admins or managers in order to leave a record of the communication in the system.



Notes

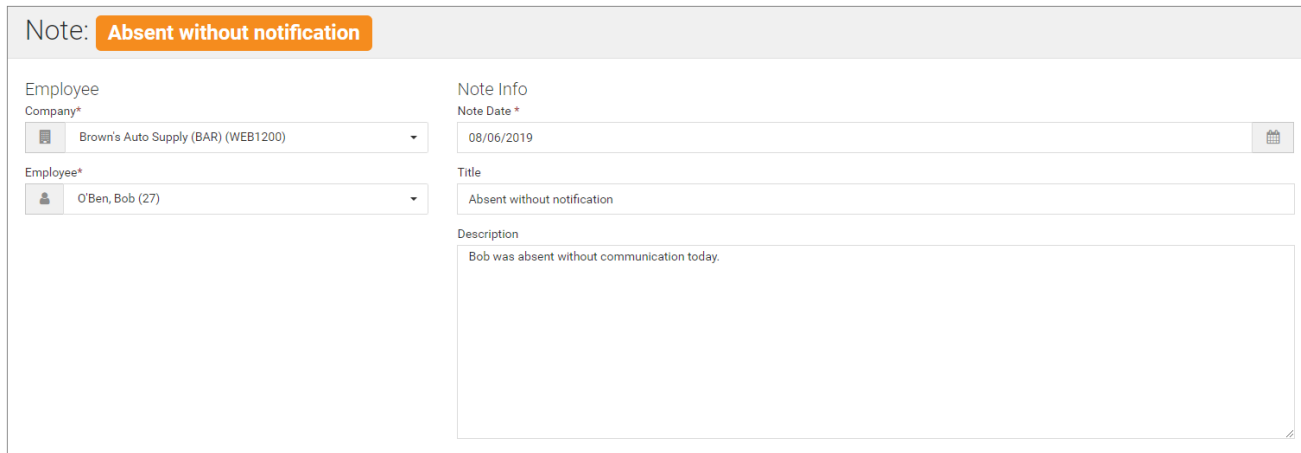
+ NEW [refresh] [download] filter grid...

Actions	Name	Employee ID	Date	Title	Description
[delete]	O'Ben, Bob	27	08/06/2019	Absent without notification	Bob was absent without communication today.

Page: 1 of 1 GO Page size: 1 CHANGE Item 1 to 1 of 1

**Important:** The employee does not have access to see or respond to the note.

Click on a row to display the Details screen for the Note.



Note: **Absent without notification**

Employee

Company\* Brown's Auto Supply (BAR) (WEB1200)

Employee\* O'Ben, Bob (27)

Note Info

Note Date \* 08/06/2019




Title Absent without notification

Description Bob was absent without communication today.

To create a new note:

From the Notes screen, click on the **+ New** button.

Note: **NEW RECORD**

<b>Employee</b>	<b>Note Info</b>
Company*	Note Date *
 Brown's Auto Supply (BAR) (WEB1200) ▾	08/06/2019 
Employee*	Title
 O'Ben, Bob (27) ▾	Absent without notification
	Description
	Bob was absent without communication today.

Select the **Employee** and **Company**, if not already selected.

In the **Note Info** section:

- The **Note Date** defaults to today's date; you can change it using the calendar icon.
- Enter a **Title** for the Note.
- Enter the text for the note in the **Description**.
- Click **Save Changes**.