



How To – Add a Private Note

Private notes can be added to families and listings anywhere they are displayed.

- If you go to a family's page your note will be tied only to the family.
- If you go to a listing's page your note will be tied only to the listing.
- If the page you are viewing is displaying information about both listings and families (for example: if you were viewing the listings that one of your families has visited recently), and added a note there, the note would be recognized as being about both the family and the listing.
- Click the **Add New Note** link.
 - o The Subject is automatically created; however, you can change it.
 - o Enter the note into the text area for **Private Note**.
 - o Once the note is correct click the **Save** button.

- You should now see the new note under the family or listing.
- To delete a note simply click the **Delete Note** link and confirm.