

# Content Manager (CM)

## Adding and Viewing Record Notes

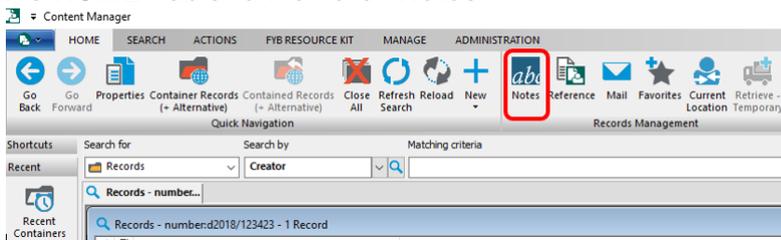
### 1. Introduction

You can add notes to documents, files, and locations in order to provide additional relevant information. Notes that you or any user have added to a record are visible to everyone with access to that record, and are also subject to Freedom of Information requests. In accordance with record keeping best practices, notes cannot be edited or deleted, and this includes editing to correct spelling errors – just add a new note with the correction, if required.

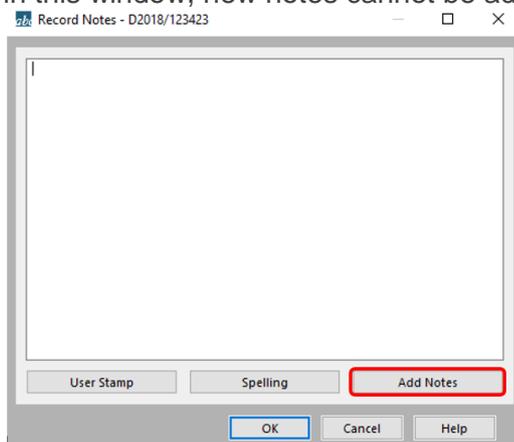
### 2. Procedure

#### Adding Notes to Documents and Files

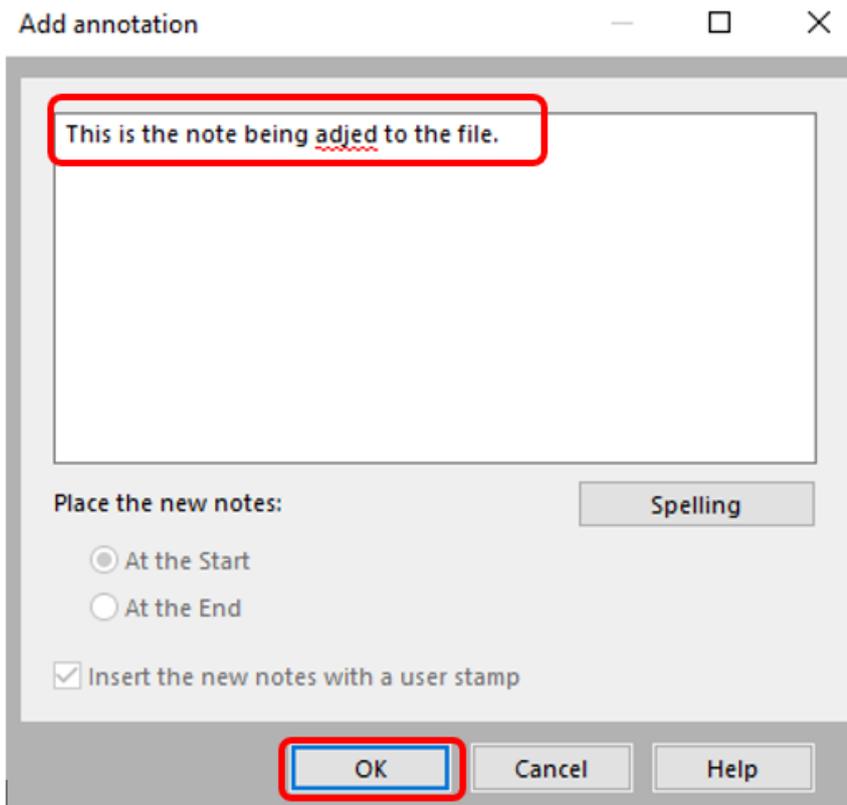
1. Select the document or file to which you want to add the note (it will be highlighted in blue), click on the **HOME** Tab and then click **Notes**.



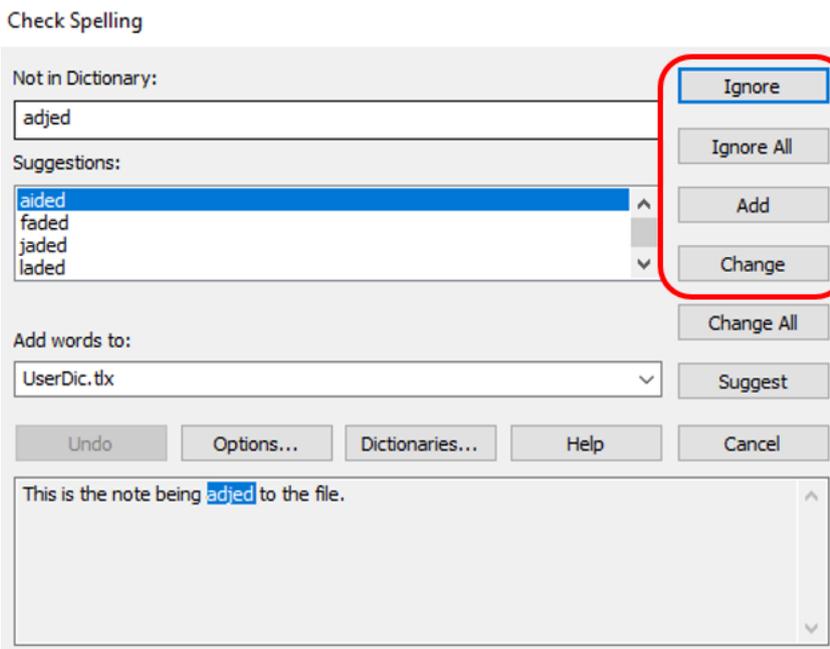
2. Existing notes will be displayed in the Record Notes window. Although you may see a flashing cursor in this window, new notes cannot be added here. Click **Add Notes**.



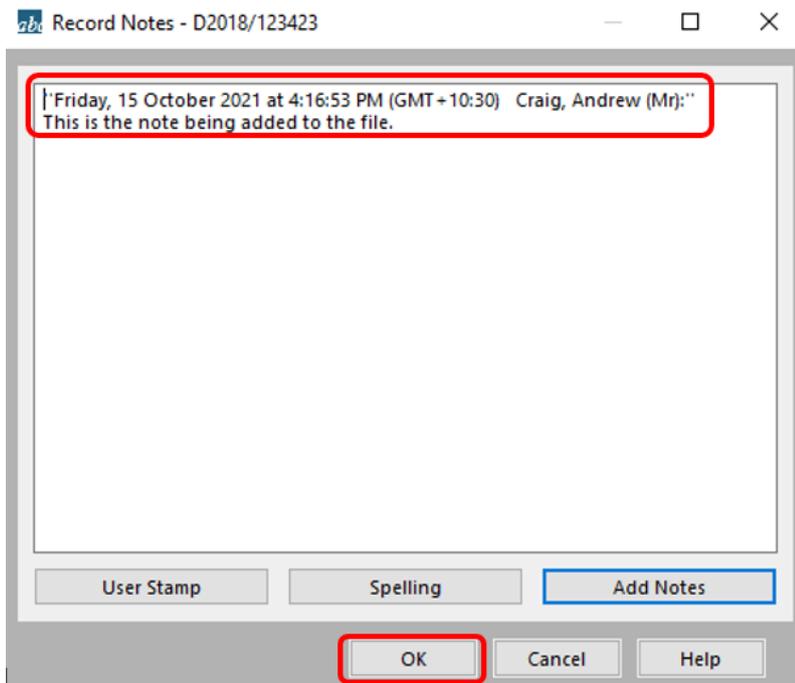
3. **Type** your note in the field then click **OK**.



4. All notes will be spell-checked. Remember – you can't edit the note after it's been added, so **review anything shown in the Check Spelling** window.

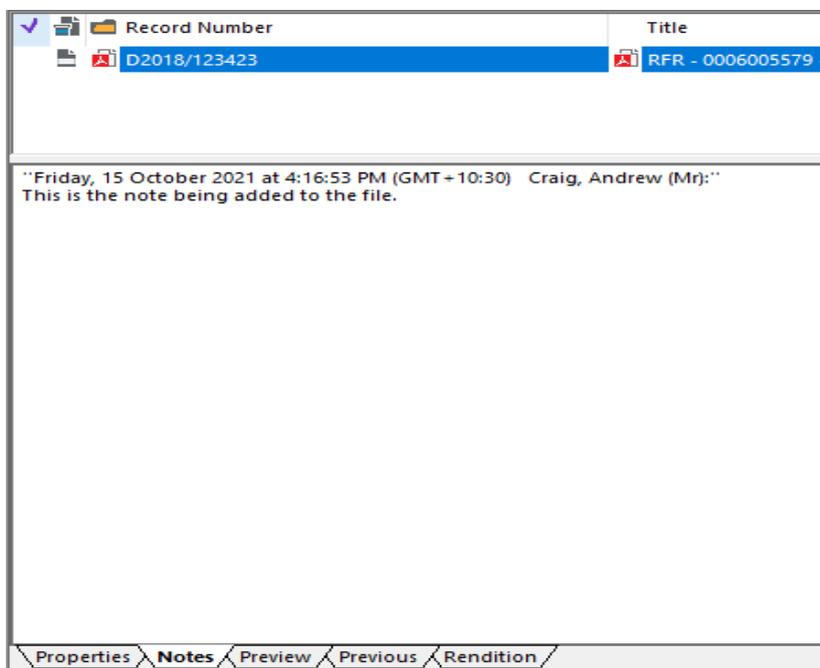


5. Your note will appear in the Record Notes window (notes are displayed here in reverse chronological order). A 'user stamp' showing your name and the day, date, time you added the note will appear above it. Click **OK** to save the note to the record.



## View a Note

1. Either, click the **Notes** button on the Home ribbon to open the Record Notes window or click the **Notes tab** on the view pane underneath the record.



## Contact Us

For further support or questions, please contact Records Services on **8313 5334** or [records.services@adelaide.edu.au](mailto:records.services@adelaide.edu.au)