

# How can YOUR CHURCH add/edit notes?

## Selecting a Request

To manage notes, just click at the NOTES link on the right of any request.



Note:

You can also see all the notes from a specific member by just clicking at "View Profile" (*only non archived notes*)

## Types and Statuses

The list of notes and some info about them

Add Note

### Notes from request ID 2023040562548807 (Katie \*\*\*\*\*)

<span>📄</span> Status Review: <i>This was approved by a church ADMIN.</i>				<span style="color: green;">Active</span> <span style="margin-left: 10px;">🗑️</span> <span style="margin-left: 10px;">Edit</span>
<small>Type: Review</small>	<small>Owner: SYSTEM / TOP ADMIN</small>	<small>Created: 7/19/2023, 3:11:37 PM</small>	<small>Last Change: 7/27/2023, 10:38:53 AM</small>	
<span>📄</span> Status Review: <i>REQUEST STATUS CHANGE</i>				<span style="color: green;">Active</span> <span style="margin-left: 10px;">🗑️</span> <span style="margin-left: 10px;">Edit</span>
<small>Type: SYSTEM</small>	<small>Owner: SYSTEM / TOP ADMIN</small>	<small>Created: 7/19/2023, 3:11:37 PM</small>	<small>Last Change: 7/19/2023, 3:11:37 PM</small>	
<span>📄</span> Status Review: <i>Katie's profile was reviewed by the Pastor and she is approved to work in Kid Min. Pastor Jake 07/19/23</i>				<span style="color: green;">Active</span> <span style="margin-left: 10px;">🗑️</span> <span style="margin-left: 10px;">Edit</span>
<small>Type: Review</small>	<small>Owner: SYSTEM / TOP ADMIN</small>	<small>Created: 7/19/2023, 3:09:42 PM</small>	<small>Last Change: 7/19/2023, 3:09:42 PM</small>	
<span>📄</span> Status Review: <i>REQUEST STATUS CHANGE</i>				<span style="color: green;">Active</span> <span style="margin-left: 10px;">🗑️</span> <span style="margin-left: 10px;">Edit</span>
<small>Type: SYSTEM</small>	<small>Owner: SYSTEM / TOP ADMIN</small>	<small>Created: 7/19/2023, 3:09:41 PM</small>	<small>Last Change: 7/19/2023, 3:09:41 PM</small>	

Notes Types:

The notes types are: Review, Comment, Alert (shown in red) and SYSTEM (*automatic*)

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## Automatic Notes

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The APP may add additional notes when needed, for keeping record of some important changes. For example, if you change some Background Check status, a second note will be added saying it was changed.

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