

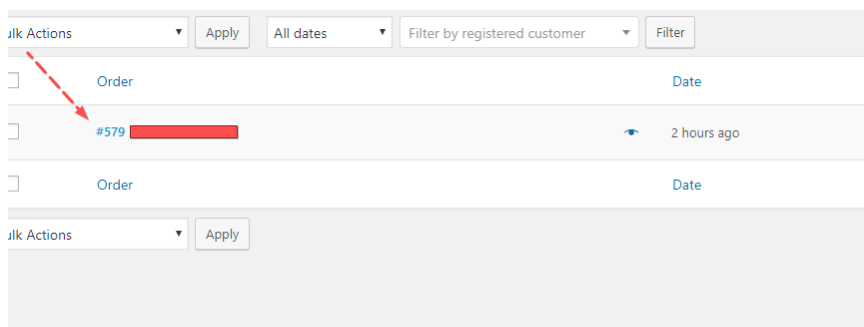


Adding a note to an Order

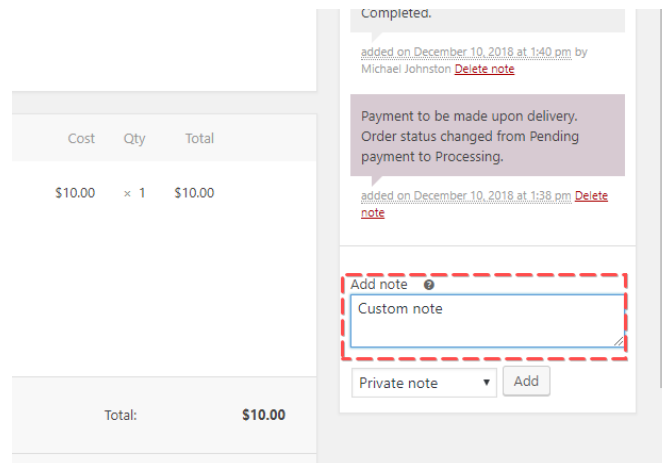
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You can send leave a custom note on an order either for your reference or for the customer to be notified.

Step 1 - Click into the order you want to add the note to



Step 2 - Click into the "Add Note" field in the right hand sidebar of the order page, type your note and click "Add"



NOTE: Toggle from **Private note** to **Note to customer** for either a note for you own reference or for the customer

Related Articles
