

## Adding a note to an Order Last Modified on 10/12/2018 3:17 pm AEDT

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

Jlk Actions	•	Apply	All dates	•	Filter by registered customer	•	Filter
	Order						Date
	#579					•	2 hours ago
	Order						Date
Jlk Actions	•	Apply					

Step 2 - Click into the "Add Note" field int he 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

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