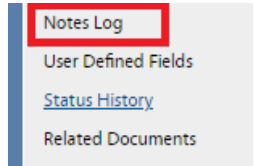# Adding a Notes Log Entry into AiM

The Notes Log function allows users to add a note to a number of different items in the system. (Work Orders, Purchase Orders, Properties, etc.) This allows the user to document relevant information to that record. Notes can be searched for to facilitate finding the information record in the future.

1. From the Module screen, click: **Notes Log**
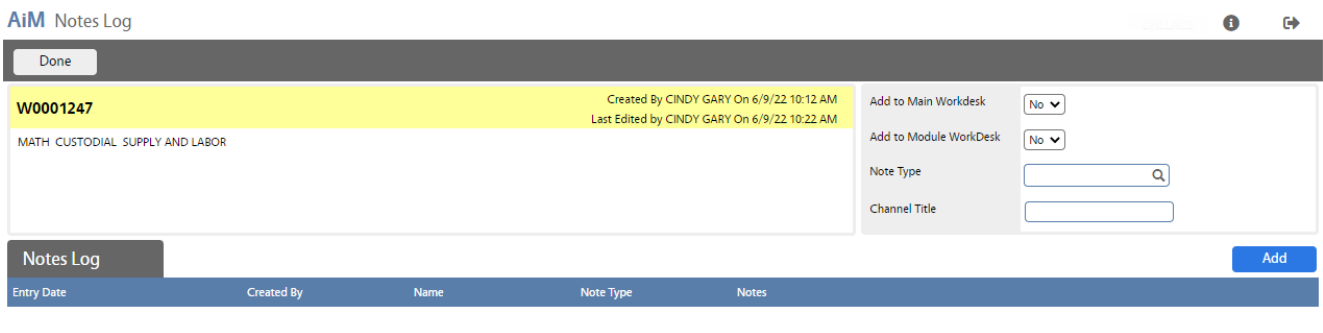
   a. Click:
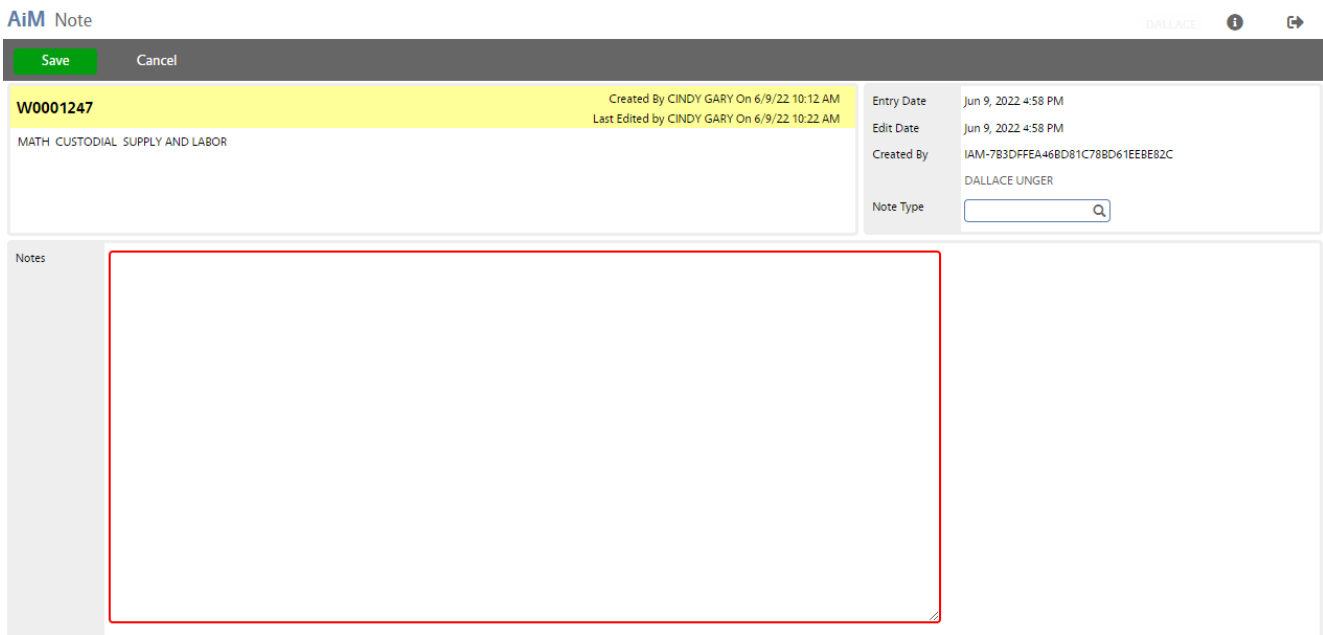
   b. If appropriate, select a **Note Type**, click: 🔍 and select from the list.

   c. Enter the text in the **Notes** section.

   d. Click: **Save**

   e. Click: **Done**