

## Dealing with notes


Guilhem VERGON - 2024-08-06 - Good practices

### Dealing with notes

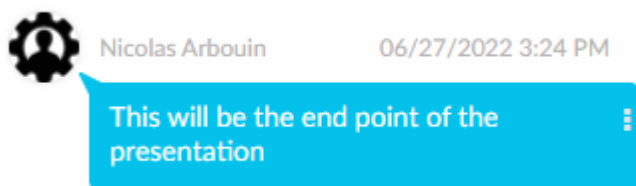
*Notes allow you to leave messages for your workmates when you work on the same files or folders.*

*Fast and easy, these messages avoid dealing with emails, and make you sure to get the latest version of documents.*

## Add a note

- **Go to your NetExplorer platform**
- Spot a file, right-click on it and select  **Details**
- **ACTIVITY** tab displays on the right of screen, you can find here historical of file, as well as notes and versions
- In the lowest part of tab, just type your note and press **Enter**.

→ Your note is now visible in historical

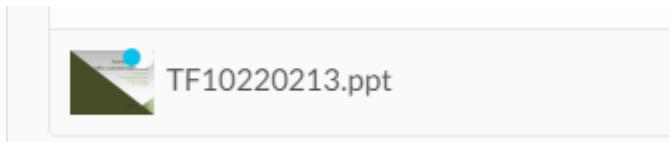


## Read notes

Notes can generate alerts. When a note is added, people working on file where an alert is set will get an email to warn them of modifications.

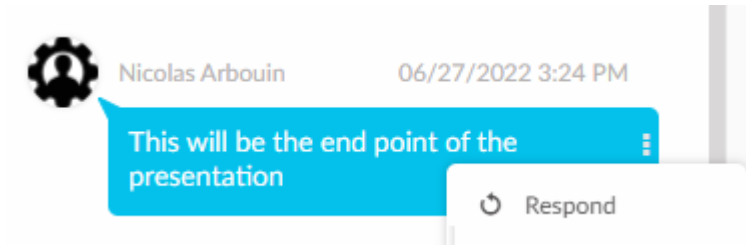
To read notes, you need to connect with credentials.

A blue spot visually shows when a note has been left on folders or files. and is still unread (as shown below).



## Answer notes

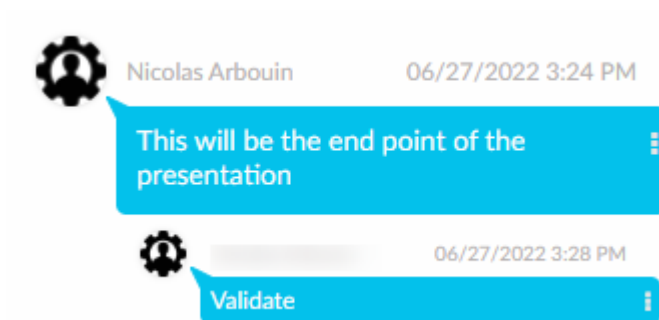
When you read notes, you can answer them or leave another note by clicking the 3 dots.



To answer, from the ACTIVITY view, just type in your comment and press **ENTER** (as shown up here).

You will need the right of **read/write** in this folder.

Below is an example of the ACTIVITY view for a file with notes :



## Tag users in a note

You wish to call out to another user in a note, you just have to add a "@" in the typing area before typing his/her name.

Type the first 3 letters and you will be given a choice list, as shown below.

