How to Add a Note to a Field
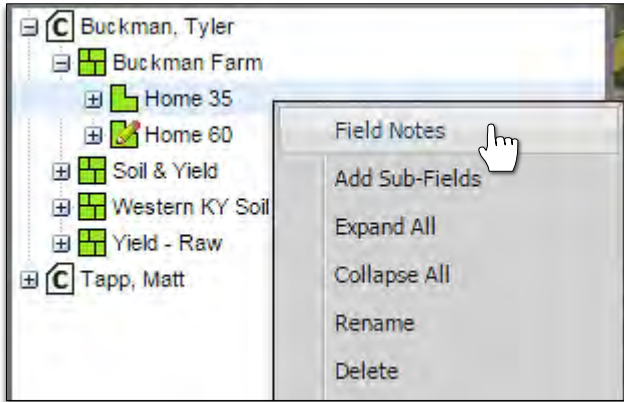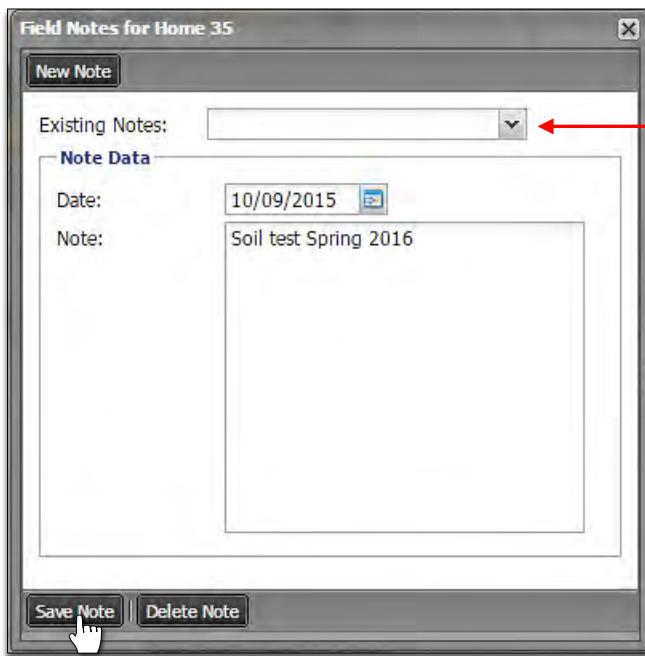
1. **Field Notes:** This option allows the user to add or remove notes about a specific field.

    A. Select and expand a specific Farm. Any/all Fields should be displayed.

   B. Right click on a desired Field. The following drop-down menu will be displayed.

    C. Using the mouse, click on the **Field Notes** selection. The following window will appear.


Note: If there are existing notes, click on the drop-down arrow to display previously saved notes.

    D. To create a new note, click in the note text window and type in the needed information to complete the Field note. Select **Save Note**. A status indicator will display, followed by a **Note Saved** notice.
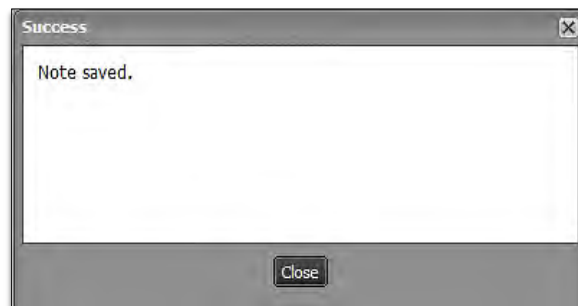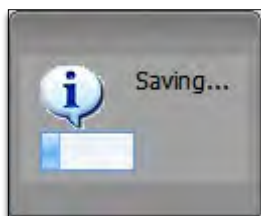
Field Notes continued…

E. Once a note is saved, the Field icon changes by adding an image of a 'pencil' (indicating the field has an associated note).
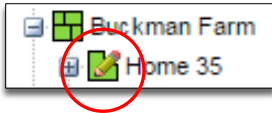
F. To see a saved message (or to add a new note), users must click on the drop down menu to see the text. Additional notes can be added by clicking in the text box and entering the needed information. Click **Save** to add the new information. The drop down menu will show all saved notes.
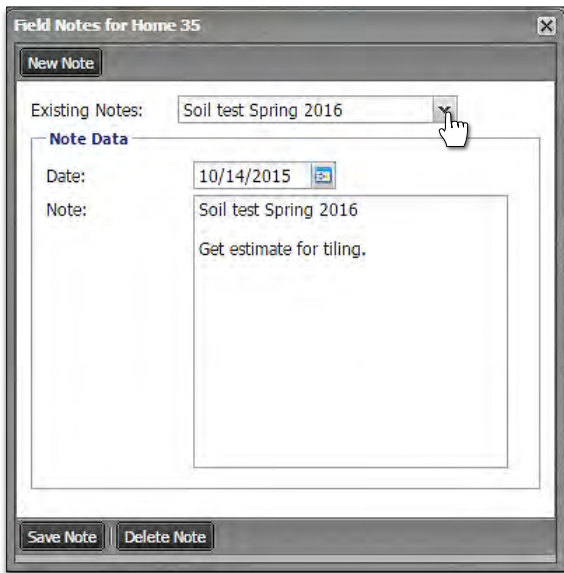
G. **Deleting a Note:** You have the option to **Delete** a note as well. Select the note to be removed and click the **Delete Note** button. Close the Field Note window. Right click on the Farm and choose the **Refresh** option. The fields will refresh and the pencil and note will be removed.