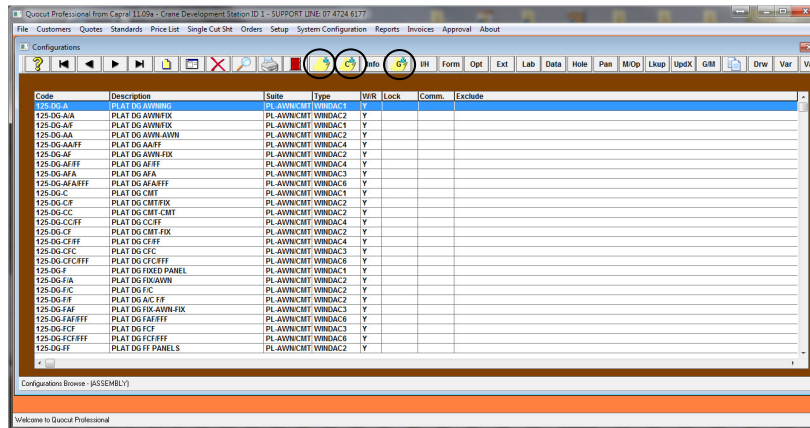


## ITEM NOTES

There are three different options for creating item notes that can be inserted into an item in a quotation.

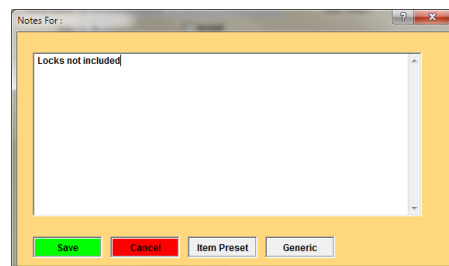
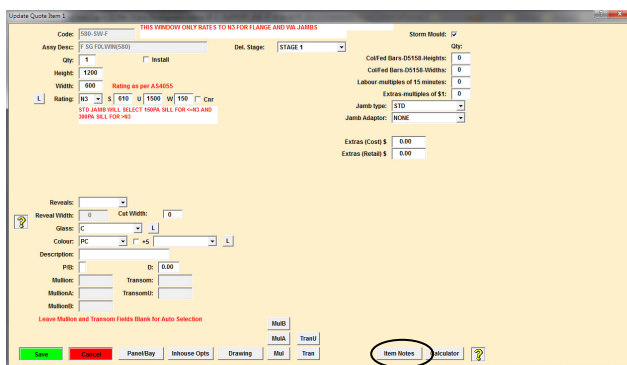
To create an item note in the configuration database, select Setup | Configurations:



### Option 1:

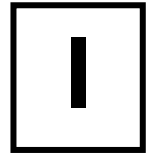


Select the note icon for Configuration Notes. This allows you to assign a note that will always appear when the configuration is selected in quote. To modify the note once the item is in a quote, select Item Notes and modify the text and SAVE



See Option 2 and 3 for alternative item note setups.

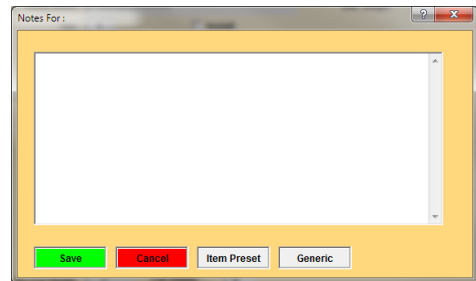
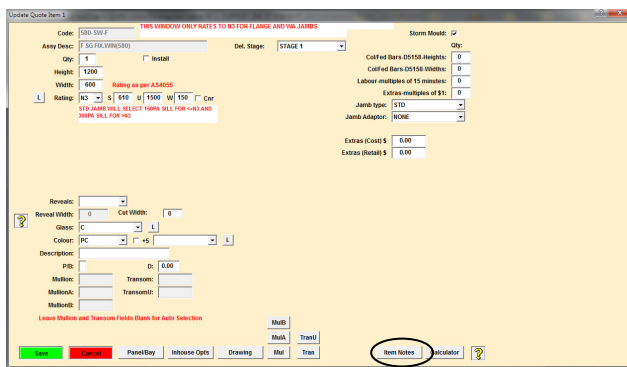
***NOTE:*** Only one note can be added to an item. Therefore if you select <Item Preset> or <Generic> (as identified below in Option 2 and 3) any selected note from these databases will overwrite any other assigned note set up as per Option 1.



## ITEM NOTES

### Option 2:

Select the note icon with 'C' for Customised Configuration Notes. This allows you to assign multiple notes for a specific configuration that can be selected when adding an item to a quotation by selecting the Item Notes button and then selecting <Item Preset>. Any customised note will be displayed in a database and can be selected for adding to the quotation item – SAVE.



### Option 3:

Select the note icon with 'G' for Generic Configuration Notes. This allows you to assign multiple notes that can be applied at the time of adding a quotation item to any configuration regardless of whether there has been a customised note added to the database for a specific configuration. Select the Item Notes button and then selecting <Generic>. Any customised note will be displayed in a database and can be selected for adding to the quotation item – SAVE.

