ProjeQtor

How to enter a note on an Activity in Projeqtor?

Updated Notes on 26/02/2019 by Kelvin Lee

1. Only update is point 5 below.Â Informing of added note on Slack when adding note on Slack.

When working on an Activity, notes should always be added to the activity while working on it.Â Notes can be anything related to the activity.Â You can also copy and paste notes from SLACK into the notes section of the activity.Â Some examples of where notes would be added to an activity are:

- To ask a question to another staff member (copy and paste on to Slack to).
- Things found while working to remind of.
- Delays in the activity.
- Problems being experienced and need to be noted.
- Updates of what was done to the activity while working on it.Â For example, "I added another 4 lines to the script for review by the playwriter", or "Worked on the 4 part of the coding and found that the DIV has failed on line 32 to 48, need to ask for permission rights to recode".

If you need to write a note on an activity, do the following:

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3. Click in the field and enter the details of the notes you want to write about the activity or ask the Project Leader or Project Manager.
4. When you are finished, press the

   button to save the note and notify the Project Leader or Project Manager.

5. After adding the note in the Activity, you will need to notify the reader or the persons involved of the added or updated note on Slack.Â To ensure efficiency you only need to inform those required to read the notes by informing them on slack of the note number, and the activity number.Â For example:

   It is important to ensure that you keep the note and activity number on the same thread on slack.

, you may not have permission to write a note.Â Contact your support team on the #Support Slack Channel for help.

Creating a Note Using Activity Stream:

1. All staff with the right permissions can make a note on an activity or activity stream.
    1. 1. If you do not see the activity stream section press the Activity Stream button . .
    2. 1. If you only want to enter a quick note with out formatting type your text in the activity stream text area box.

1. Scroll down the activity until you see the Notes section and a Green + button
2. Press the Green + button

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URL: https://staff.iconic.productions/KB/content/0cat=68/309/en/how-to-enter-a-note-on-an-activity-in-projeqtor.html

1. 1.2. Please note pressing enter in this box, saves the notes.Â Activity stream does not allow for new lines or paragraphs.

How to create and send a note by email immediately Option:

If you want to make a note and send an instance email notification to the user then use the **EMAIL NOTE NOTIFICATION** function that is available. Click on the following link How to send a note on an Activity to a specific person and have them notified by email immediately of the note in Projeqtor?

Attached files:

Unique solution ID: #1308
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