Edit a Note or Attachment

Edit Note Text

1. Navigate to Notes using either method.

2. Select the **Edit** button next to the applicable note.

3. Make the changes to the note text.
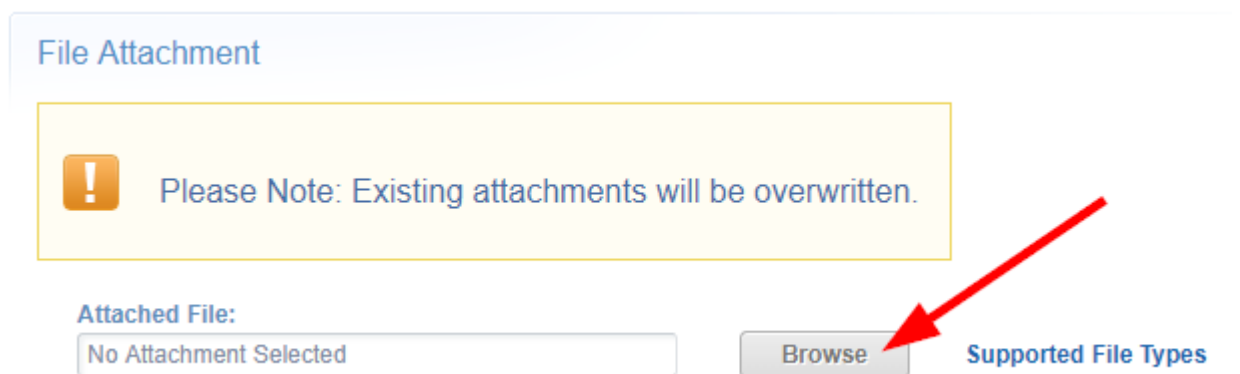
4. **Save**.

Edit a Note Attachment

You can upload a new file to replace a note attachment or overwrite the exisiting attachment. To

overwrite the file, ensure that the new file name is exactly the same as the current file attachment.

1. Navigate to Notes using either method.

2. Select the **Edit** button next to the applicable note.

3. Select **Browse** under the File Attachment section to select the file you want to attach to the

note.

4. **Save**.

Each note may only have one attachment.