

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 existing 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

File Attachment

 **Please Note: Existing attachments will be overwritten.**

Attached File:
 [Supported File Types](#)

note.

4. **Save.**



Each note may only have one attachment.