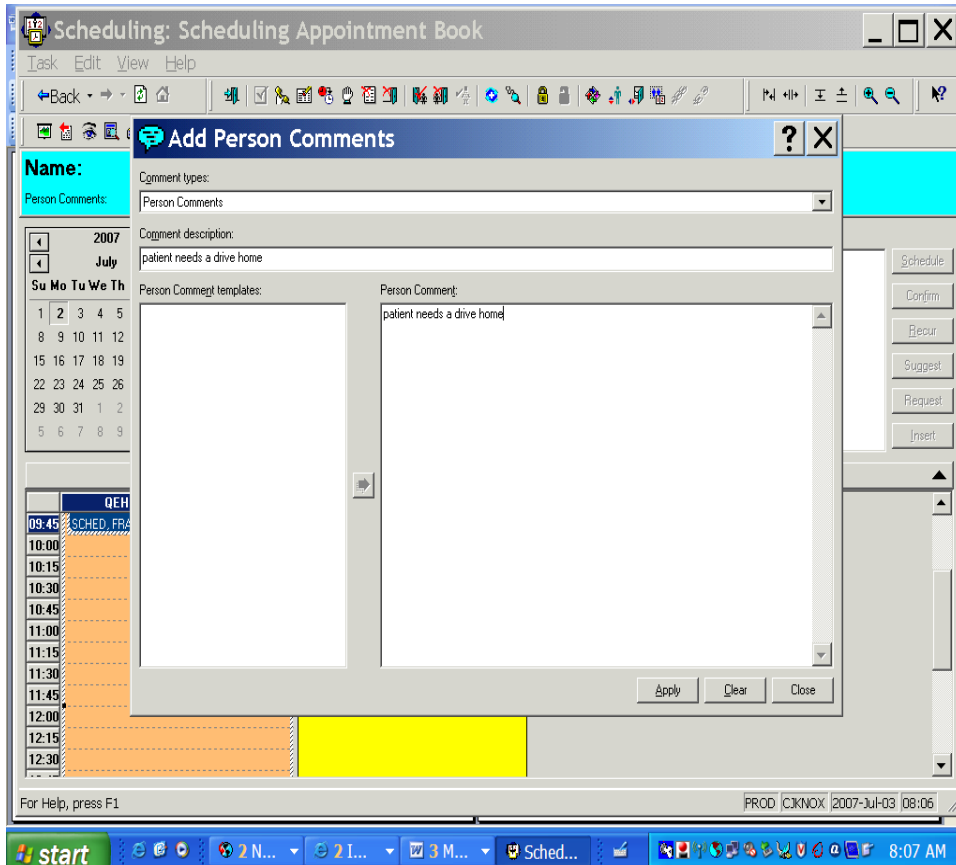


# Adding Comments

## Person Comments:



Click on appointment in appointment book R click go to person and then person comments and click “ADD” fill in comment box in comment description and copy and paste and put in Person Comment field click apply and close.

To see a comment for the person, click appointment , R click and go to person comments it will show what was said. If the name of person is in the demographic bar the bubble will appear and you can click on the icon and the information that was put in will populate. ( you have to have the icon checked in the book settings.)