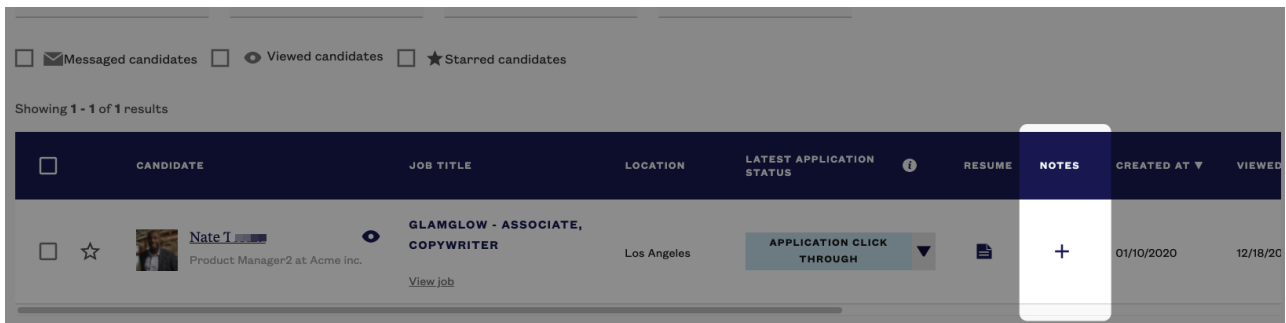


# Notes

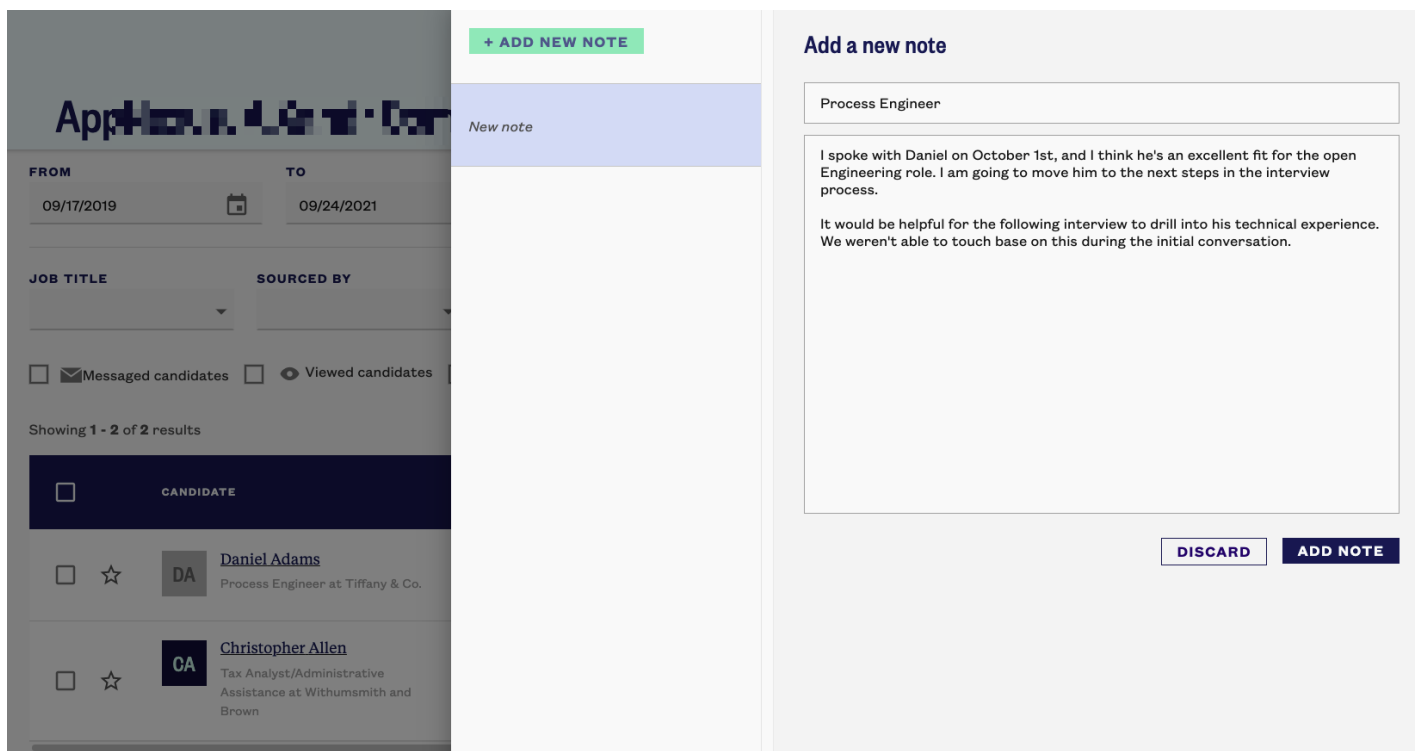
Notes on Jopwell are shareable for everyone within your company.

## How to add a note to a candidate's application

1. You can access notes within Candidate Tracker.



2. Select the plus or notes icon under the Notes column in Candidate Tracker. If you haven't created a note, you'll be able to add a title and input your notes for the applicant. Afterward, click Add Note to complete your message.
3. Click Add Note and enter your notes.



## How to edit or delete a note to a candidate's application

1. Select the notes icon under the Notes column in Candidate Tracker.
2. Select a note you'd like to Edit or Delete

The screenshot displays the Candidate Tracker interface. On the left, a sidebar shows a list of candidates. The main area is divided into two panels. The top panel, titled 'Process Engineer', shows a note published on 09/24/21 by Dave Jules. The bottom panel, titled 'Process Engineer', shows a note published on 09/24/21 by Dave Jules. The note content is: 'I spoke with Daniel on October 1st, and I think he's an excellent fit for the open Engineering role. I am going to move him to the next steps in the interview process. It would be helpful for the following interview to drill into his technical experience. We weren't able to touch base on this during the initial conversation.'

**FROM** 09/17/2019 **TO** 09/24/2021

**JOB TITLE** **SOURCED BY**

☐ ☒ Messaged candidates ☐ ☒ Viewed candidates

Showing 1 - 2 of 2 results

☐ **CANDIDATE**

☐ ☆ **DA** **Daniel Adams**  
Process Engineer at Tiffany & Co.

☐ ☆ **CA** **Christopher Allen**  
Tax Analyst/Administrative Assistance at Withumsmith and Brown

**Process Engineer**  
Published on 09/24/21 by Dave Jules

**EDIT**

**DELETE**

I spoke with Daniel on October 1st, and I think he's an excellent fit for the open Engineering role. I am going to move him to the next steps in the interview process.

It would be helpful for the following interview to drill into his technical experience. We weren't able to touch base on this during the initial conversation.

3. To delete a note, click Delete, then confirm this by selecting Delete Note
4. To edit a note, click Edit, update the content, then click Save Edits.

Revision #3

Created 20 October 2021 19:35:05 by Dave Jules

Updated 29 October 2021 17:24:47 by Dave Jules