

# Adding Notes

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Notes help to facilitate communication between team members. Notes can be used for change tracking, resolution history, and a variety of other functions. You can set notes to be included in any future notifications generated for an object, and to be displayed for all calendar instances of an object. Both of these features are valuable for sharing escalation procedures, recovery steps, emergency contact information, etc., with other team members.


The notes interface can be reached through a variety of context menus in the [SQL Sentry client](#) just about anywhere that you can act on an [event object](#) or event [instance](#). Access the notes interface by pressing **CTRL + ALT + N** when an applicable object is selected.

The screenshot shows a dialog box titled "Add/Edit Note: \Agent Activation Runtime". It has a "User" field with "JESSE.SINDELAR", a "Title" field with "Consistent activation runtime", and a "Note" text area containing "Ensure this agent runs at the same time every day.". Below the text area is a table titled "Select Existing Note to View" with columns "User", "Log Date", "Title", and "Note". The table contains one row with "JESSE.SINDELAR", "8/6/2021 9:16:41 AM", and empty "Title" and "Note" cells. At the bottom, there are checkboxes for "Include in Notifications" (unchecked) and "Show for All Calendar Instances" (checked), and buttons for "New", "Save", "Delete", and "Close".

**Note:** When adding a note, if any failures exist for the selected event object, you will be [prompted to clear them](#).

Field	Hotkey	Description
User	n/a	Displays the current window's username.
Title	n/a	The subject of the note that appears in the selection list.
Note	n/a	The body of the note that can't be blank.

Select Existing Note to View	n/a Hotkey	Description
Show for All Calendar Instances	n/a	Enable this setting to show the note information in the pop-up of every event instance of the object.
New	CTRL+N	Creates a new note.
Save	CTRL+S	Saves the current note.
Delete	CTRL+D	To delete a note, select the desired note from the list, and then select <b>Delete</b> .
Close	CTRL+C	Closes the window.

 **Additional Information:** For information about adding/editing notes for events in the **Calendar** view, see the Failed Instances topic.