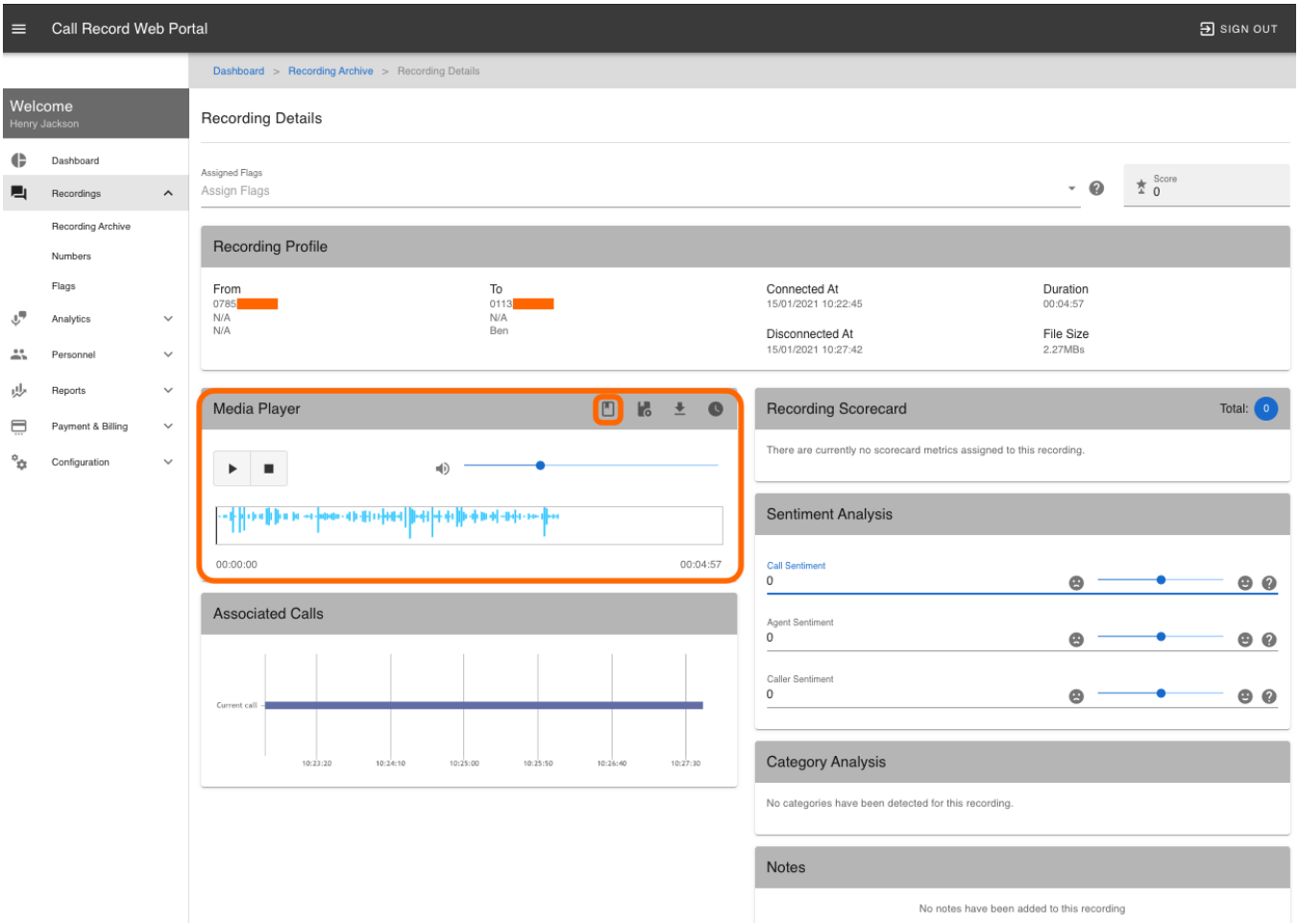
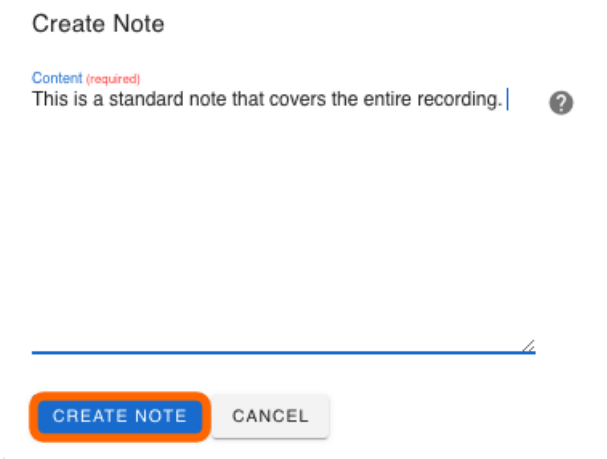
Adding Notes

You can add Notes to any recording. There are two types of notes, first is a **Note** that covers the whole recording, the second is a **Timestamp Note** which can be placed at a set time within a recording.

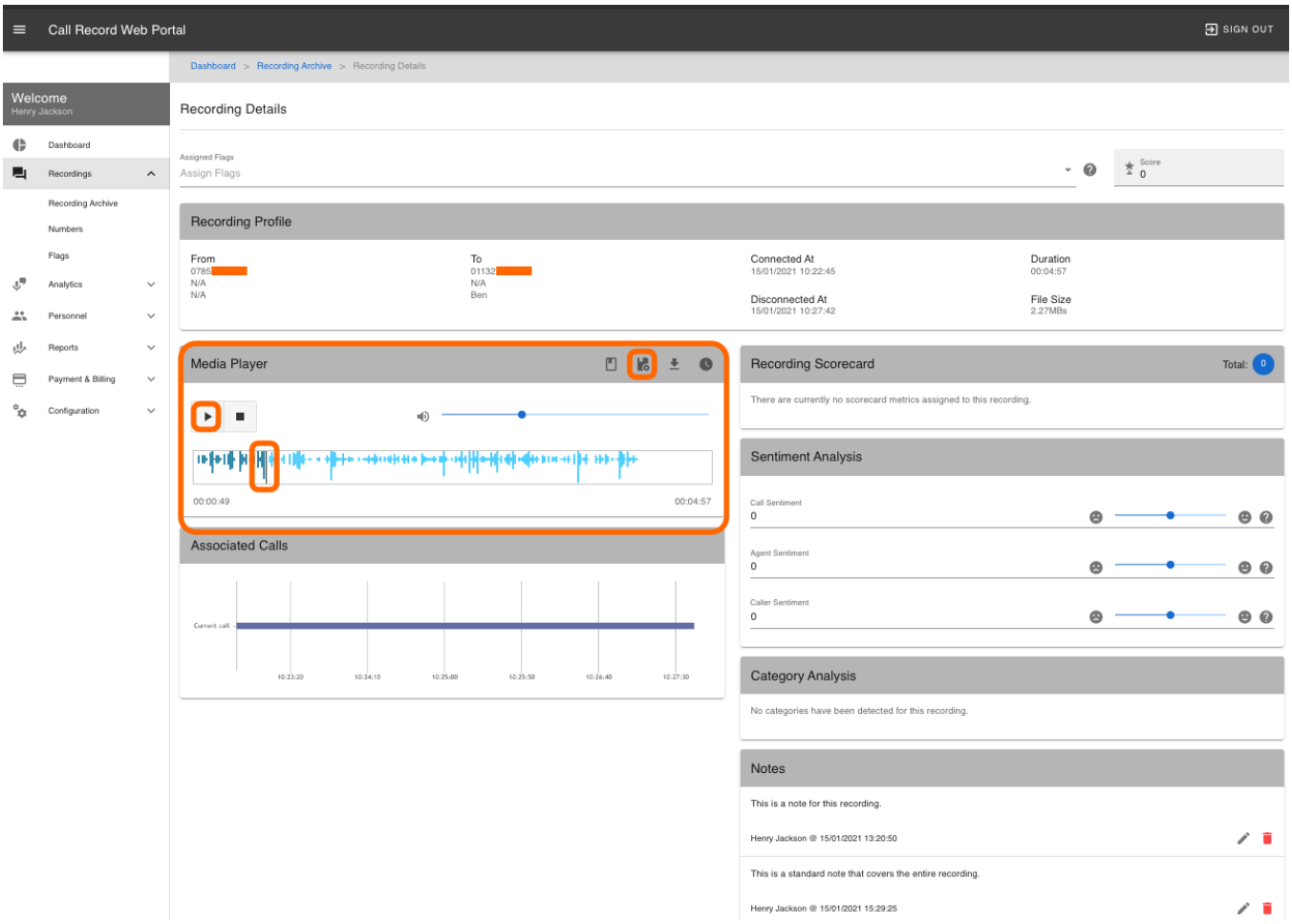
To create a Note find and view the recording, on the **Recording Details** page click on the **Create Note** icon within the **Media Player.**



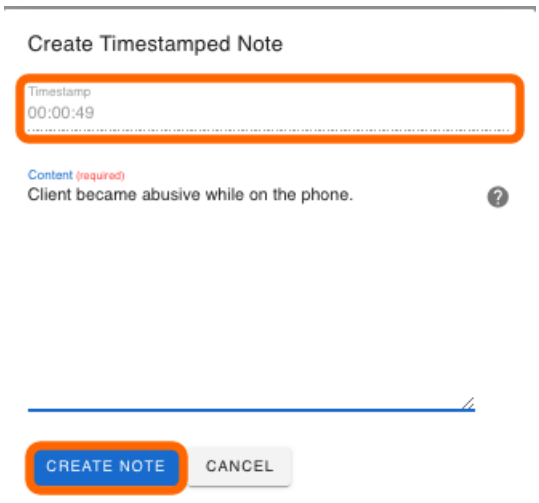
The **Create Note** box will appear, you can enter comments about the call. Click on **Create Note.**



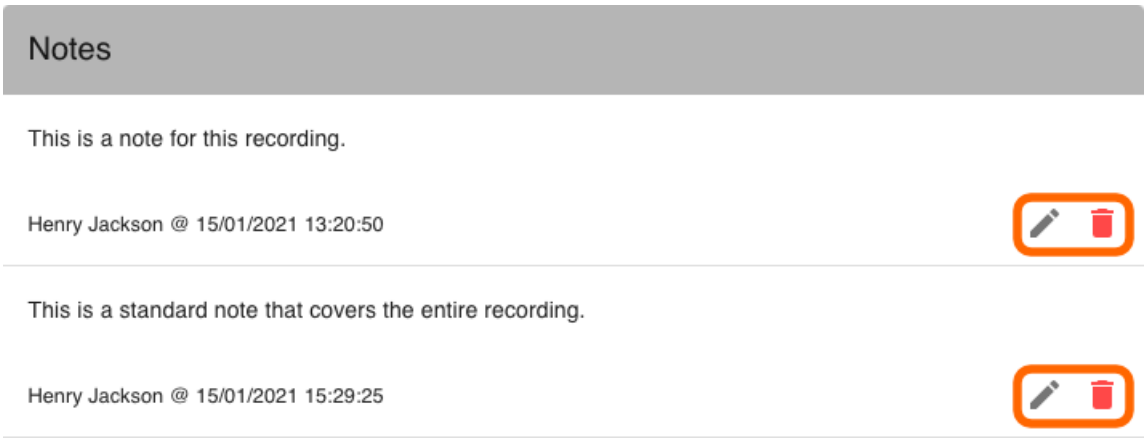
To create a **Timestamp Note**, using the **Media Player** click on the **Play/Pause** button to play the recording click on the **Play/Pause** where you want the note to be placed this will now pause the recording. Click on the **Create Timpstamp Note** icon.



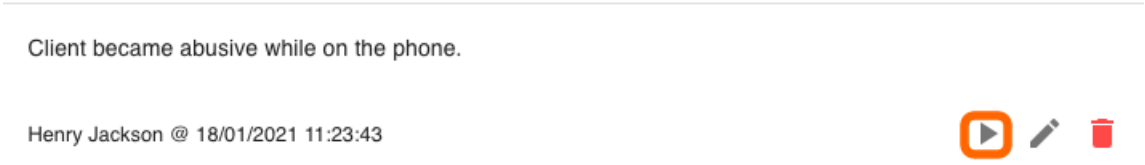
The **Create Timestamp Note** box will appear, this will include the timestamp of where the recording was paused. Enter your comments and click on **Create Note**.



You can view and edit all notes for a recording on the**Recording Details**, this is located to the lower right. From here you can **Edit**, **Delete** the note.



With a **Timestamp Note** you also have the option to**Play** the recording from the point where the Timestamp Note was created.



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