



HOLON USER GUIDE

Notes

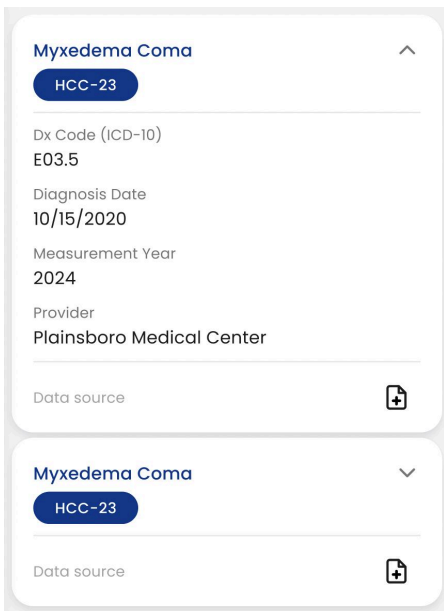
Version 01
July 2024

Notes

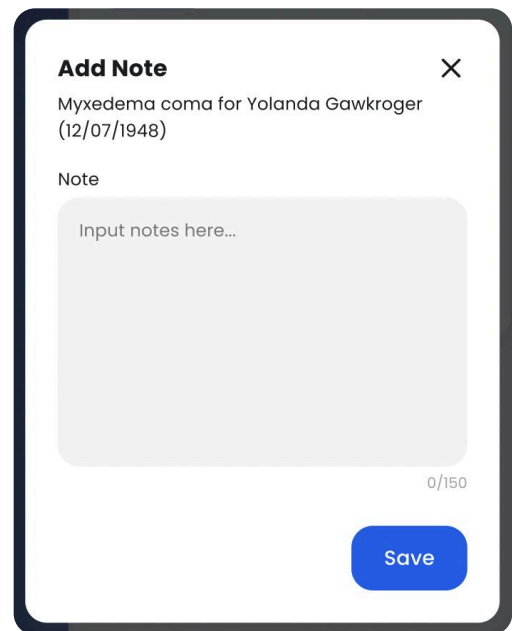
01 Creating a Note

Holon's **Notes** feature allows users to add notes to content cards, up to 150 characters.

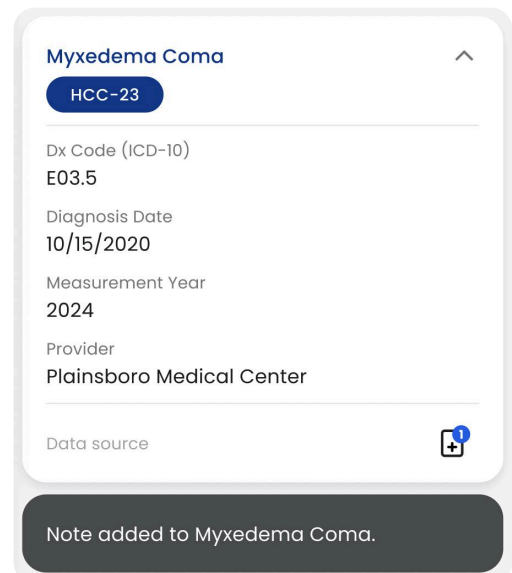
A Notes can be added to a card by clicking on the **Notes icon** located at the bottom of the card, and can be accessed on both expanded and collapsed cards. This will open the **Notes Modal**.



B Enter the desired note content on the **Notes Modal**, then click **Save** to close the modal and apply the note to the card. Click **Cancel** to close the modal without saving the note.



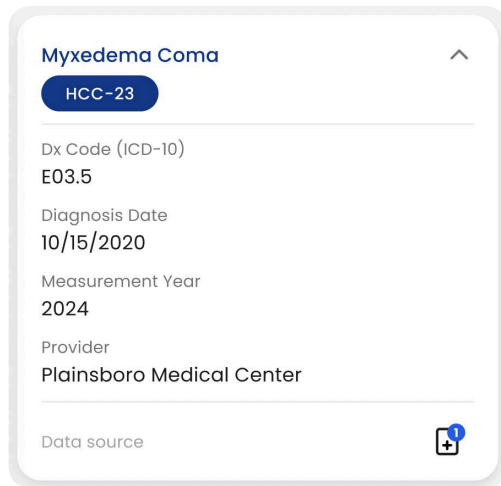
C After clicking **Save**, the card's **Notes icon** will now display a **1 badge** to indicate that a note has been saved. A toast notification will also display at the bottom of the Holon app window.



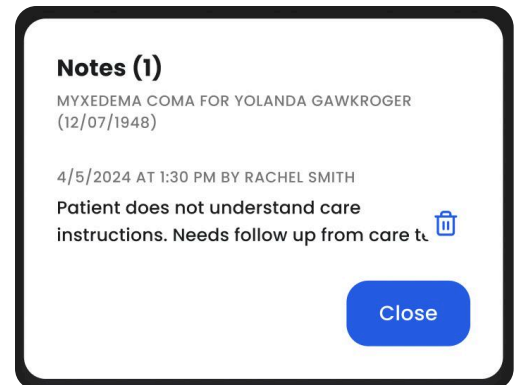
02 Viewing & Editing Notes


Once a note is saved to a card, it can be viewed and edited by all members within an organization. A timestamp with the name of the note's creator will be displayed on the note.

A To View a note, click on the **Notes icon** with the **1 badge**. This will open the Notes Modal with the saved note content.




B To edit a note, hover over the note content and click on the **Delete icon** on. This will delete the note content and allow a new note to be saved.



 Please note that cards currently support one note only. Any desired edits to a note will require the original note to be deleted.

If you have any issues with the Notes feature in the Holon app, please submit a support ticket via the Holon Help Center.

 Holon Help Center

help.holonsolutions.com

 Sign In

Sign in with your Holon app credentials