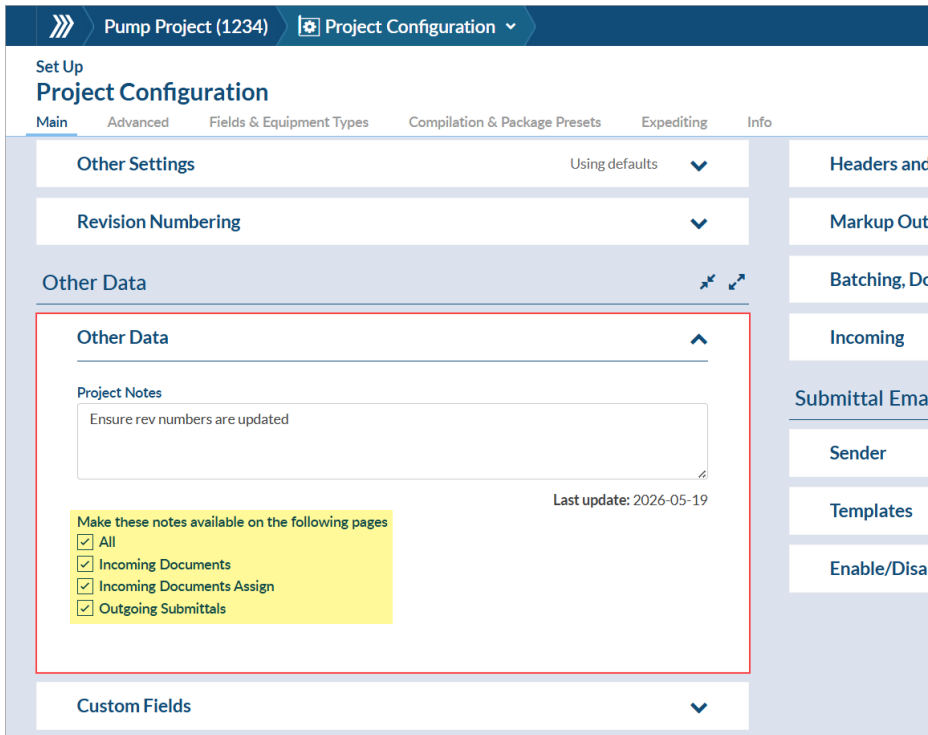


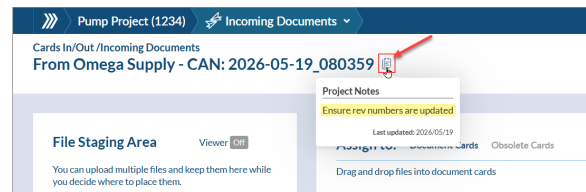
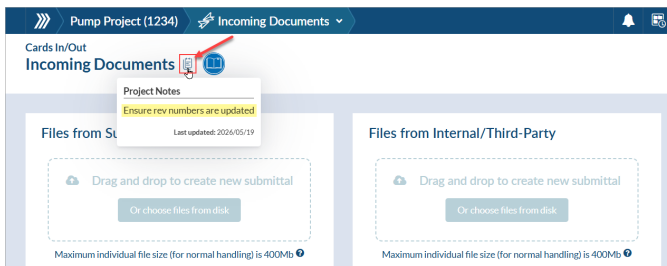
Where can I see project notes?

05/19/2026 2:35 pm MDT

Notes that have been documented in the "Project Notes" field on the Project Configuration page (**Project Menu > Set Up > Project Configuration > Other Data**) can be accessed on pages related to submittals, both incoming and outgoing.



If enabled on the page, the project notes can be quickly reviewed by hovering over the notepad icon beside the page header.



To view the notes in a larger format, click on the notepad icon. From the pop-up, the notes can be copied to your clipboard by clicking the copy icon.

Pump Project (1234) Incoming Documents

Cards In/Out
Incoming Documents

Files from Sub-Supplier
Drag and drop to create new submittal
Or choose files from disk

Files from Internal/Third-Party
Drag and drop to create new submittal
Or choose files from disk

Existing Submittals
39 folders
Delete + Add Submittal

Project Notes

Ensure rev numbers are updated

Copy

Last updated: 2026/05/19

| Name | Submittal Date | Progress | Submittal Date | Progress | Fr |
|------|----------------|----------|----------------|----------|----|
|------|----------------|----------|----------------|----------|----|

The image shows a software interface for document management. At the top, there's a header with 'Pump Project (1234)' and 'Incoming Documents'. Below this, there are sections for 'Files from Sub-Supplier' and 'Files from Internal/Third-Party', each with a 'Drag and drop to create new submittal' area and a 'Or choose files from disk' button. A 'Project Notes' pop-up window is open, displaying the text 'Ensure rev numbers are updated' with a 'Copy' button. A red arrow points from a document icon in the 'Incoming Documents' header to the 'Project Notes' pop-up. Another red arrow points from the text in the pop-up to a document icon. The background shows a table with columns for 'Name', 'Submittal Date', and 'Progress'.