

Axon Notes Module User Guide

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What's new

- Clarification on where the Axon Notes Module is available

Axon Notes Module

Note

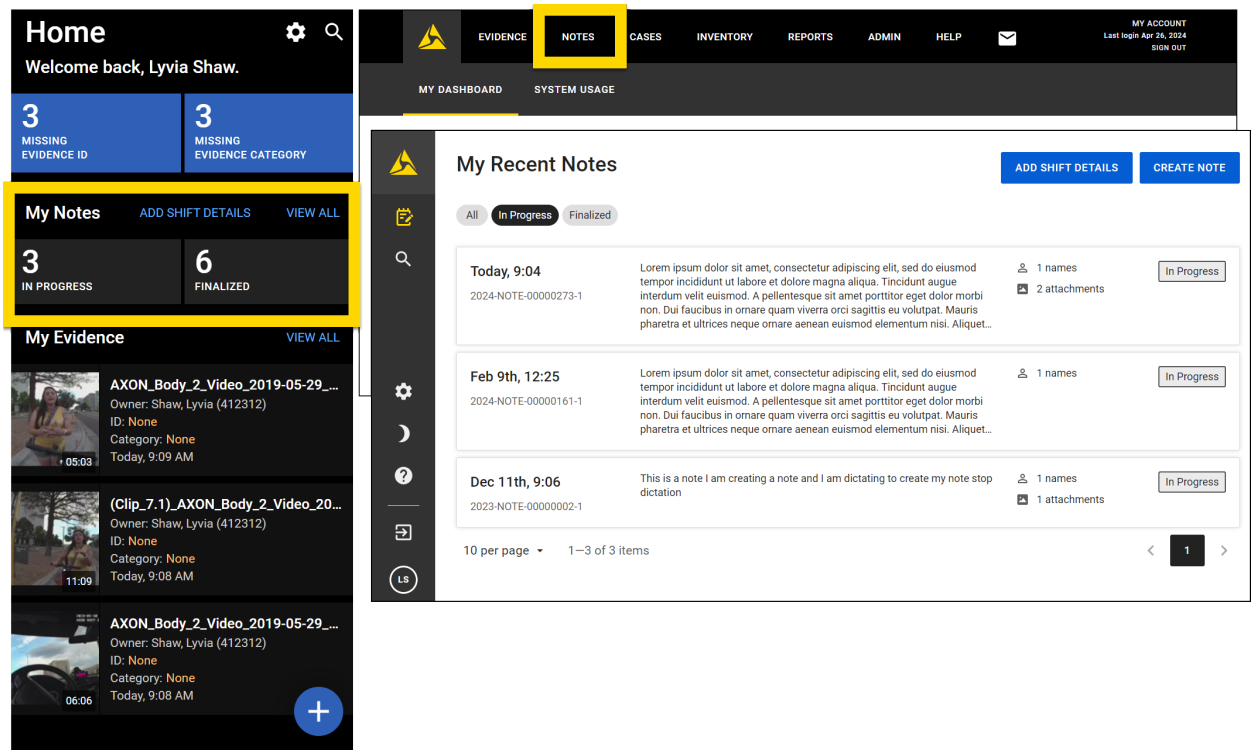
The Axon Notes Module contains a set of features that enable digital in-field note writing. Contact your Axon representative or Axon Support to discuss if this product is a good fit for your organization's use case.

The Axon Notes Module lets you quickly create and finalize field notes throughout your shift from either a mobile device or a computer. If you temporarily lose network connectivity, you can continue working offline and sync your changes and finalize your notes when you are back online. After a note has been finalized, supplements can be added, and the note can be shared with external partners. You can search for a note by using Notes search.

This video gives a quick overview of the Axon Notes module.

To access Notes on a mobile device, open the Axon app and in the My Notes section, select the **In progress** or **Finalized** buttons to view those notes with those statuses or **View all** to see all notes. To access Notes on a computer, log in to Axon Evidence and select **Notes** in the main navigation menu.

For more information about the other features in the Axon app, see the Axon app documentation.



When viewing the Notes list, you can take the following actions:

A. Select the magnifying glass to open search.

B. Add shift details.
   - On mobile, this option is also available on the app's Home screen.

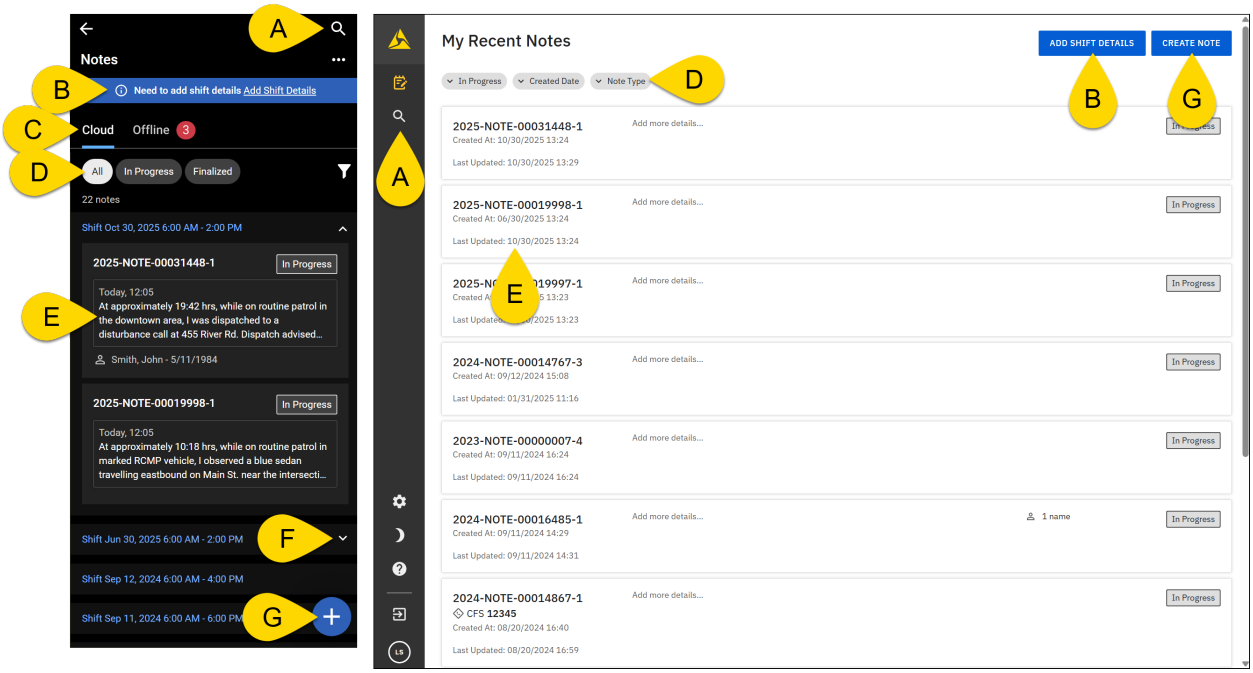
C. On mobile, use the tabs to switch between notes available on the cloud and those that have been edited offline but not yet synced to the cloud.

D. Use the filters to set which notes appear in the list
   - On mobile, use the filters buttons to show to All, In Progress, or Finalized notes, and the filter icon to view additional filters.
   - On the computer, filter by note status, creation date, or note type.

E. Select a note to open the note.
   - The layout of a note profile is different depending on whether you view it on mobile or on a computer.

F. On mobile, notes are grouped by shift. Select the arrow to expand or collapse all notes associated with that shift.

G. Select the **Plus icon > Create note** (mobile) or **Create note** (computer) to start a new note.
   - On mobile, this option is also available on the app's Home screen.



This video explains the interface of Axon Notes.

Privileges

The following privileges related to Notes appear in the **Notes** privilege category.

Within this categories, there are "static" privileges, as well as workflow privileges. Generally, the static privileges determine which buttons and options appear to users when they open a note. The workflow privileges determine which actions a user can take on a note, depending on its current state (Draft, Finalized, etc.).

Name	Description	Additional required privileges
Create and edit notes	Lets users create and edit notes.	To use the Notes product, users must also have the following privileges: • Access Axon Records and view all Records Reports • Create reports • Access the Axon app (mobile) Users must also have the *Create tasks* workflow privilege to create a note.
Create notes when offline	Lets users create notes when they are offline	
Edit notes when offline	Lets users edit notes when they are offline	
Manage notes forms, activity logs, and attachments	Lets users manage note forms, activity logs, and attachments.	
Search for and view notes (no edit access)	Lets users search for notes, but not edit them	*View tasks* workflow privileges
View notes (no edit access)	Lets users view notes, but not edit them	*View tasks* workflow privileges

Once created, a note moves through a workflow that contains two states: Open → Closed. Shift details move through a separate two-step workflow. Each state in both workflows is associated with multiple privileges, which give you granular control over which users can take actions on a note, based on its current state.

The workflow privileges appear at the end of the category. Within the workflow subcategory, privileges are sorted by state. The hover tooltip for the *Draft state - Create tasks* privilege provides additional details about the workflow as a whole, and not just the *Create tasks* privilege.

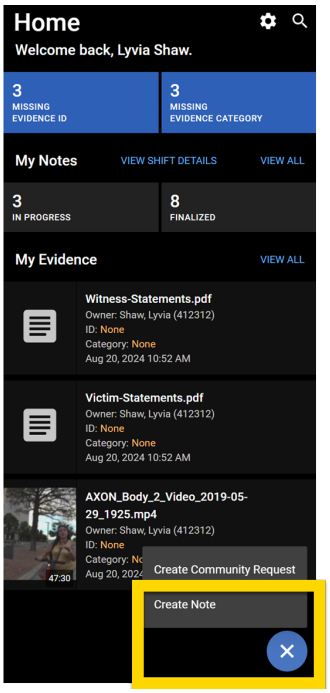
Name	Description	Additional required privileges
Create tasks *States: Draft*	Lets users create and edit notes.	To use the Notes product, users must also have the following privileges: • Access Axon Records and view all Records Reports • Create reports • Access the Axon app (mobile) Users must also have the *Create and edit notes* privilege to create a note.
Submit tasks from the Open state *States: Draft*	Lets users finalized notes.	
View tasks *States: Draft, Finalized*	Lets users view notes.	*View notes (no edit access)*
Revert finalized reports *States: Draft, Finalized*	Lets users revert the finalization of notes.	
Add comments *States: Draft*	*This privilege is inactive and can be ignored.*	
Assign tasks to others *States: Draft*	*This privilege is inactive and can be ignored.*	
Assign tasks to themselves *States: Draft*	*This privilege is inactive and can be ignored.*	

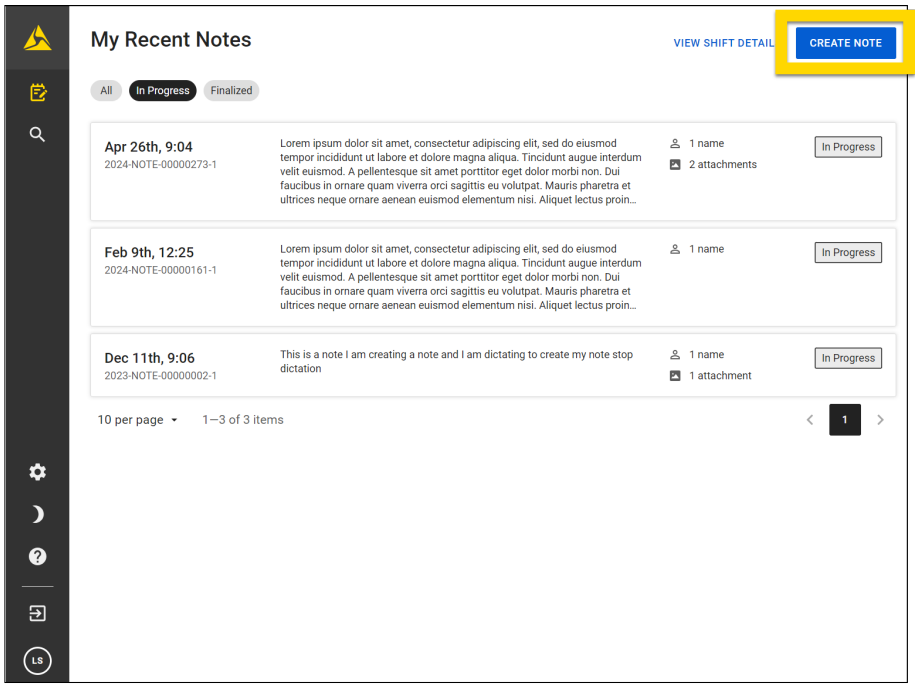
Create and finalize notes

In the Axon Notes module, you can create detailed field notes during your shift, finalize them when complete, and add supplement notes if updates are needed later. If you temporarily lose network connectivity, you can continue working offline and sync your changes and finalize your notes when you are back online. Whether you're using a mobile device or a computer, you can include names, vehicles, attachments, and shift details in each note to capture all relevant information.

Create notes

To create a new note, select the **Plus icon > Create note** (mobile) or **Create note** (computer). If your organization has configured custom note types, you can select which note you want to create after selecting **Create note**.





Once the note has been created, you can add different kinds of information:

- Text
- Names
- Vehicles
- Files

Note

Notes are customizable, so your organization may ask for different information than the items listed above.

If you are using the Axon app and lose network connectivity, you can still create a new note or continue working on a note that was previously opened on your device. Some functionality, such as dictation, adding people to notes, and finalizing notes is not available while you are offline. See Offline notes for more information.

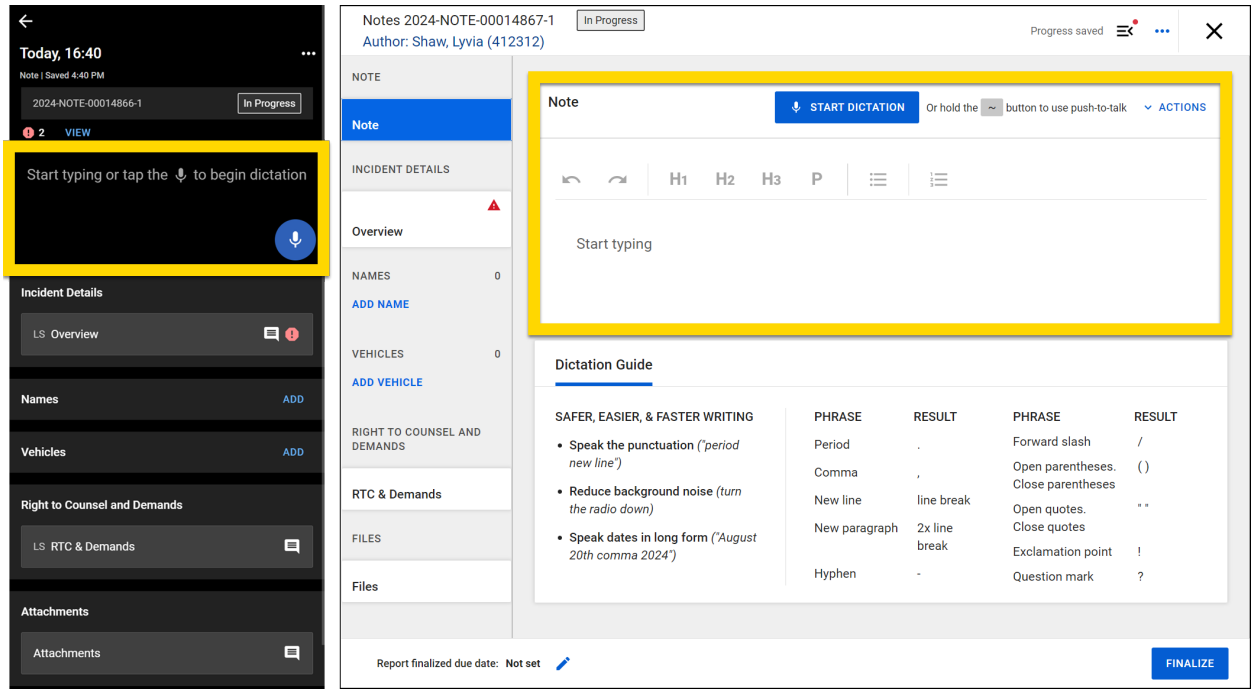
This video explains how to create a note.

This video explains how to edit an existing note.

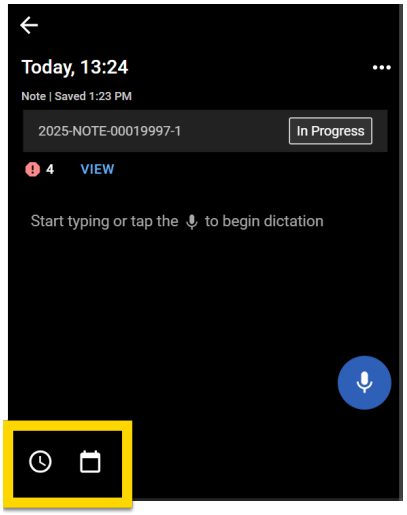
This video explains how to use custom note types, or Quick Notes.

Add text

Add text by typing in the text area. You can also dictate by pressing the microphone icon (mobile) / **Start dictation** (computer). (Dictation is not available when you are offline.)

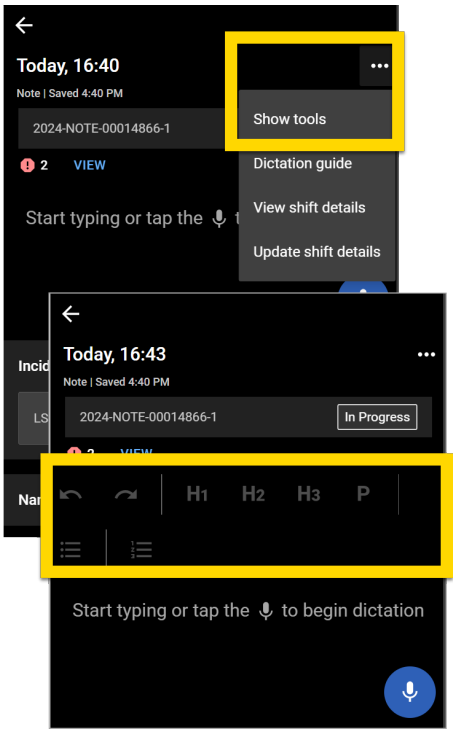


Quickly add the current date and time on mobile by selecting the clock and calendar icons. Depending on your device screen size, you may need to scroll up or down to show these icons, as they could be hidden initially behind your device's keyboard.



This video explains how to add a timestamp to a mobile note.

When using Notes on mobile, select **More actions [...] > Show tools** to reveal note formatting options (heading, bullet lists, numbered lists, etc.)



To undo an action while working on a note, select the back arrow in the toolbar. This option is available on both desktop and mobile.

Undo on mobile

[Undo on a computer]

Add names

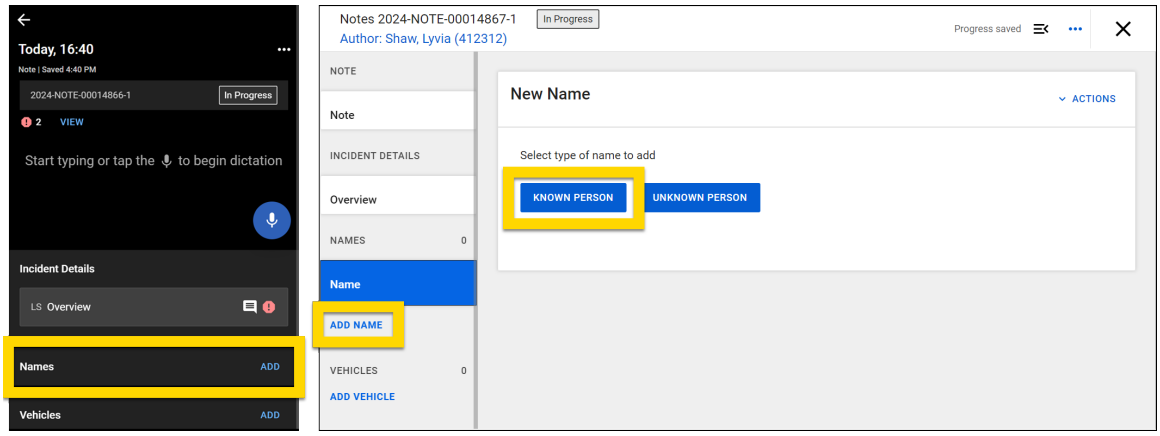
There are two types of people you can add to a note:

- Known: A known person is someone who can be positively identified. This could be someone whose identity is fully confirmed, such as a person who has presented valid identification or has been recognized by someone else. A known person can also be partially known. For example, if witnesses report seeing a male in a blue sweater running from the scene, this individual is considered a known person because some identifying information is available.
- Unknown: An unknown person is someone who cannot be identified or described. For example, if a car is broken into with no witnesses, the person who committed the break-in would be considered an unknown person.

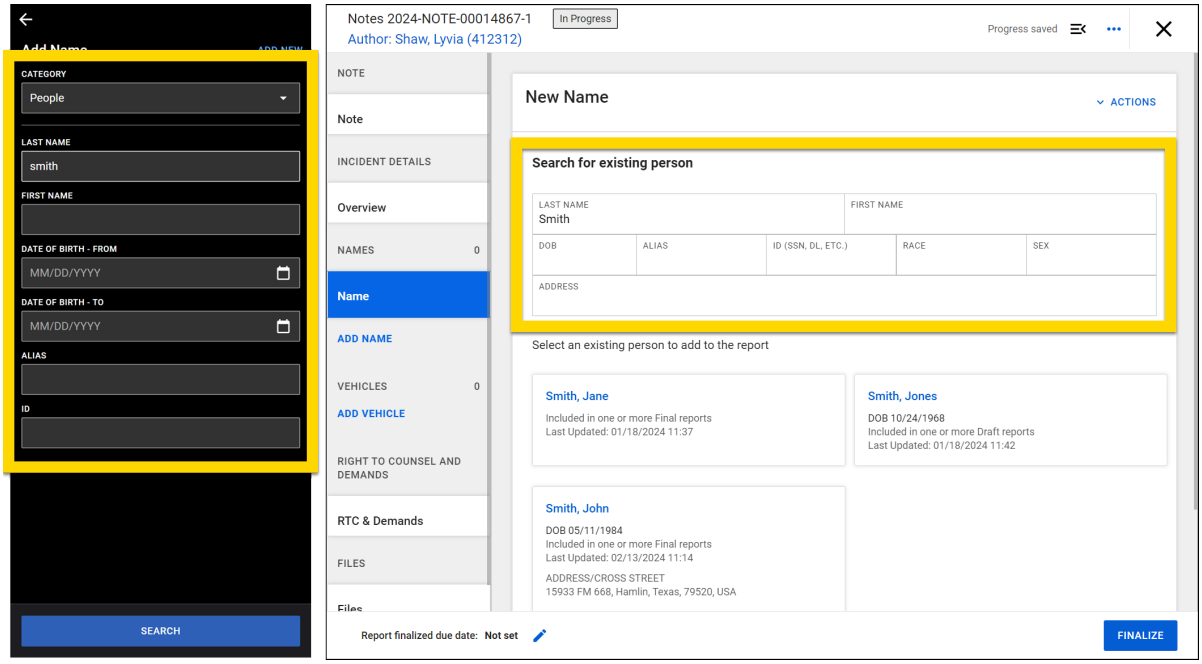
Note that you cannot add people to notes while you are offline.

To add a Known person to a note, take these steps:

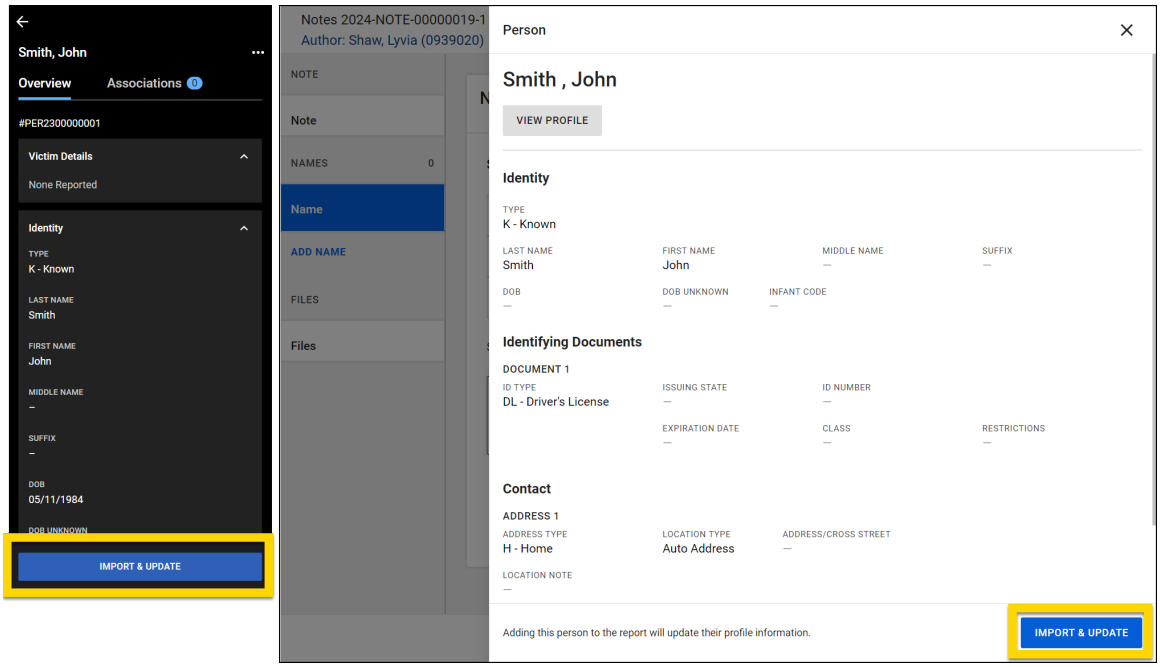
1. Select **Add** in the Names section (mobile) or **Add name** (computer).
    - When writing the note on a computer, select **Known** for the person type.



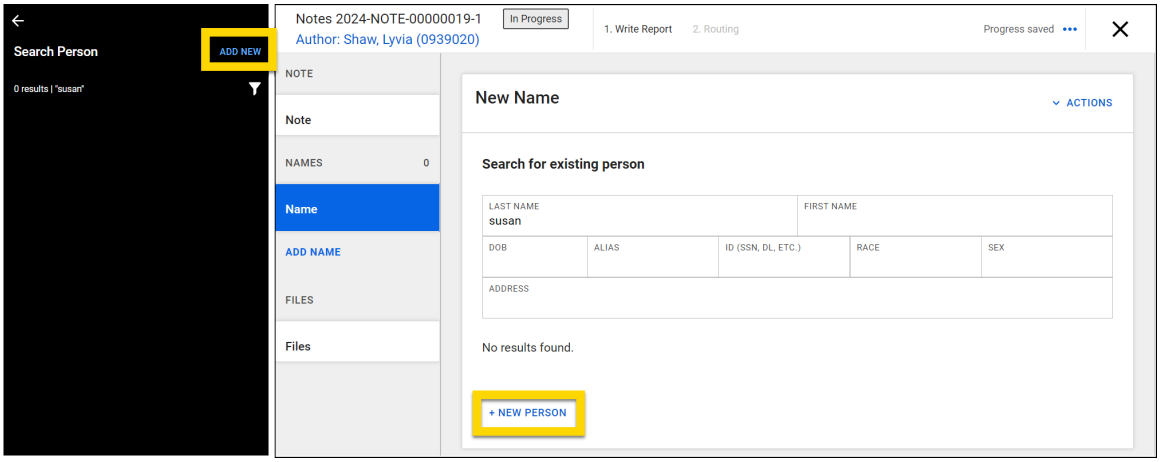
2. To avoid creating a duplicate profile, enter information in the search fields to see if that person already exists in the database.



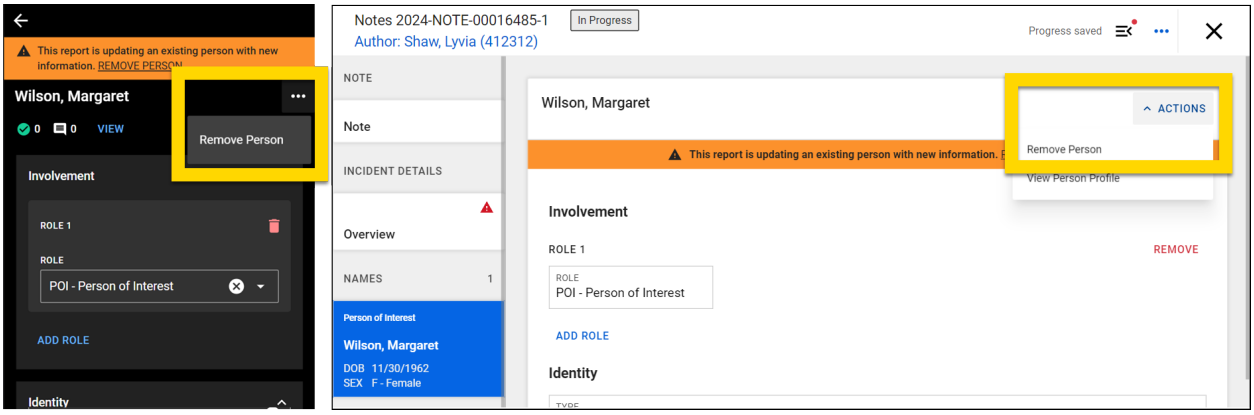
- Select a name to open a preview of that person's profile. Select **Import and update** to add that person to your note. After adding a person to a note, you can edit any of the fields to update their identity, description, or contact information.



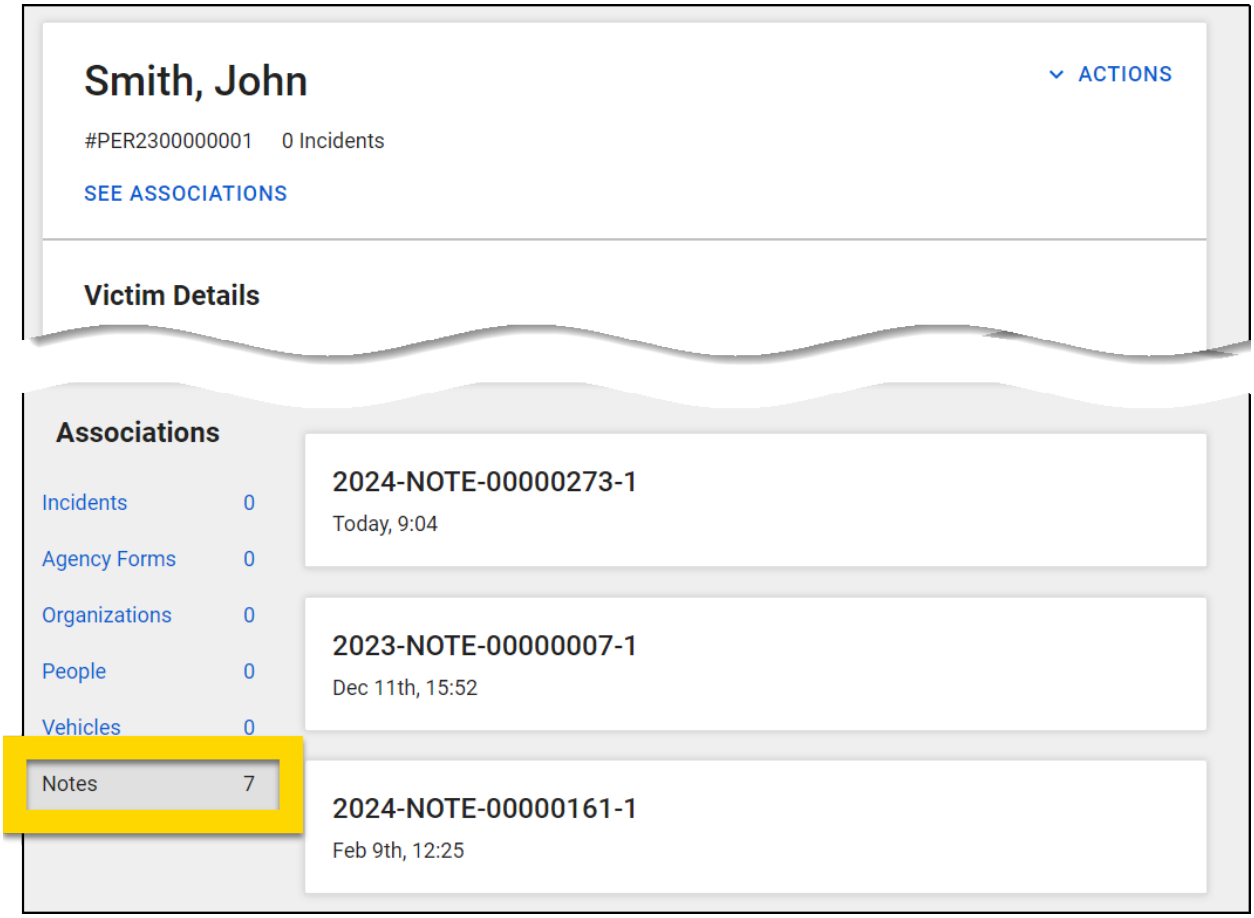
- If you don't find the person in the database after searching for them, you can add them by selecting **Add new** (mobile app) or **New person** (computer).



To remove a person from a note , select **More actions [...] > Remove person** (mobile) or **Actions > Remove person** to remove them. If the person you added was someone who already existed in the database, you can also select **Remove person** in the orange banner at the top of the screen.



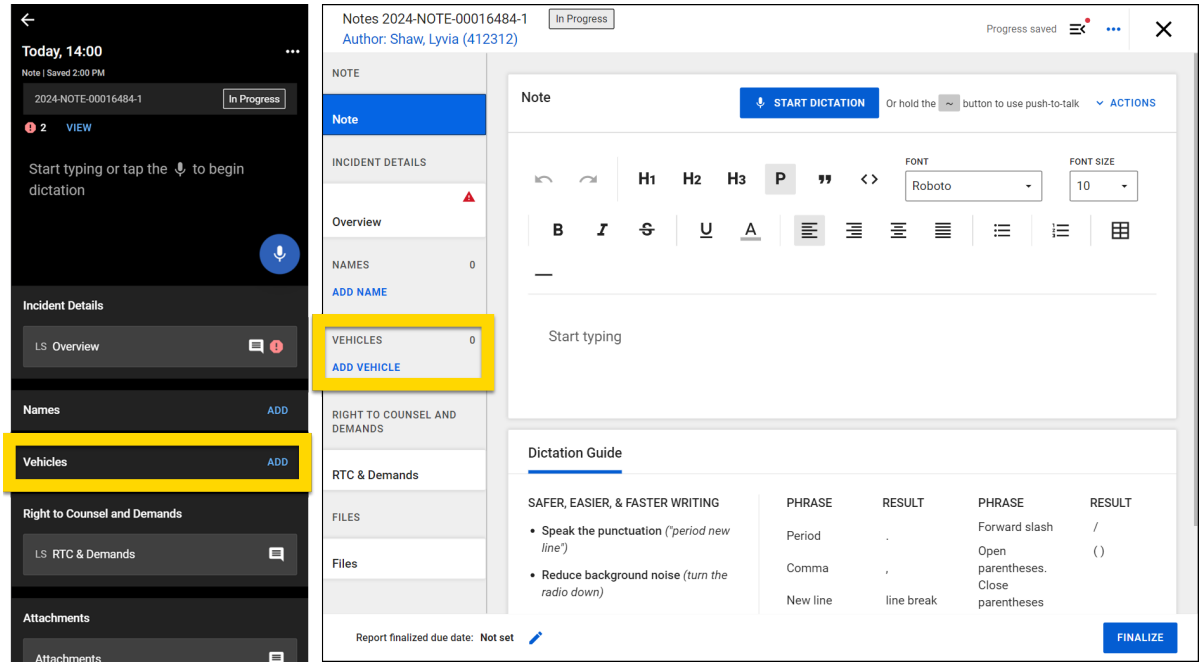
When you add a person to a note, the Associations section on their profile updates to reflect their involvement in the note. This Associations section only appears when you are viewing person profiles on a computer.



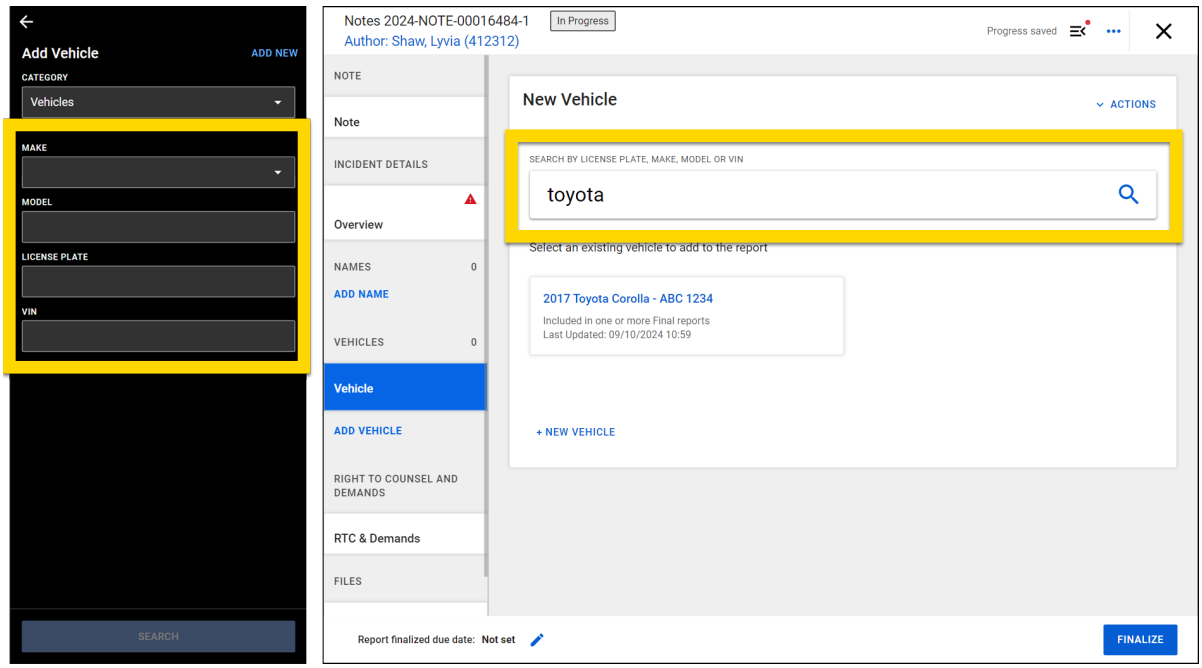
Add vehicles

To add a vehicle to a note, take these steps:

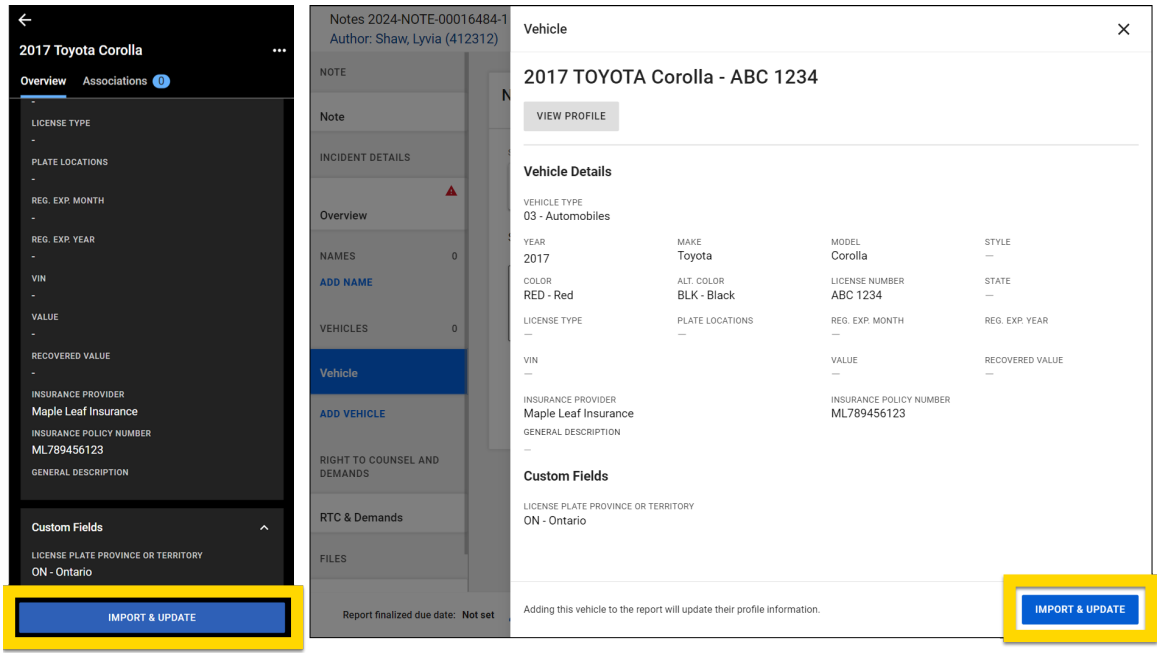
1. Select **Add** in the Vehicles section (mobile) or **Add vehicle** (computer).



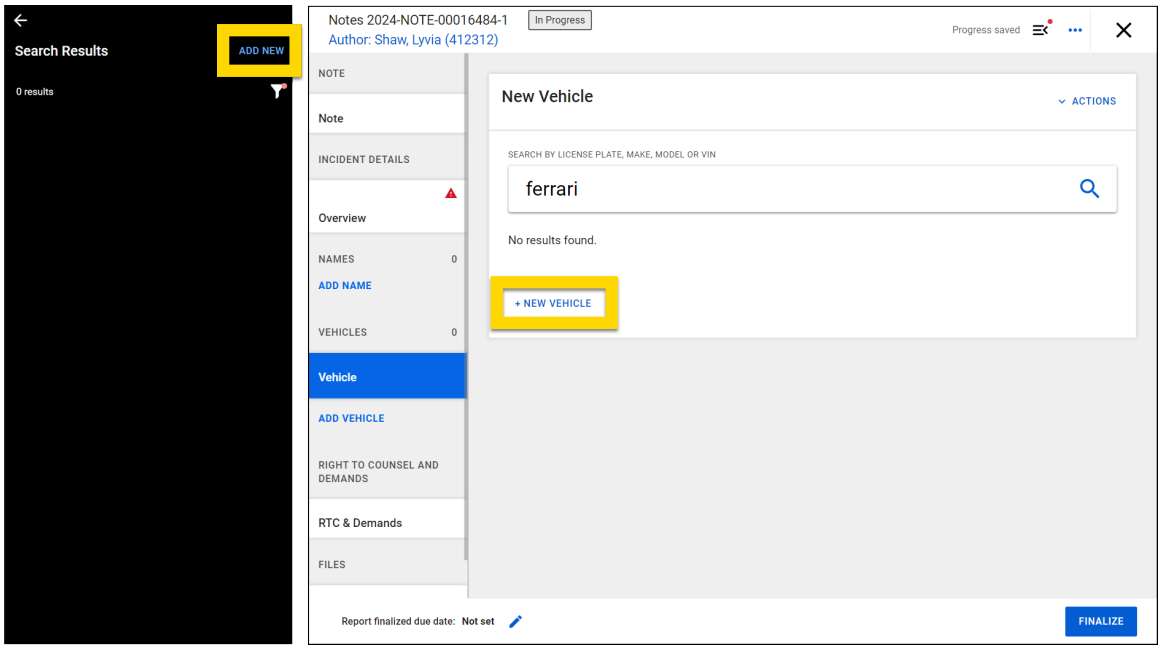
2. To avoid creating a duplicate profile, enter information in the search fields to see if that vehicle already exists in the database.



- Select a name to open a preview of that vehicle's profile. Select **Import and update** to add that vehicle to your note. After adding a vehicle to a note, you can edit any of the fields to update its information.

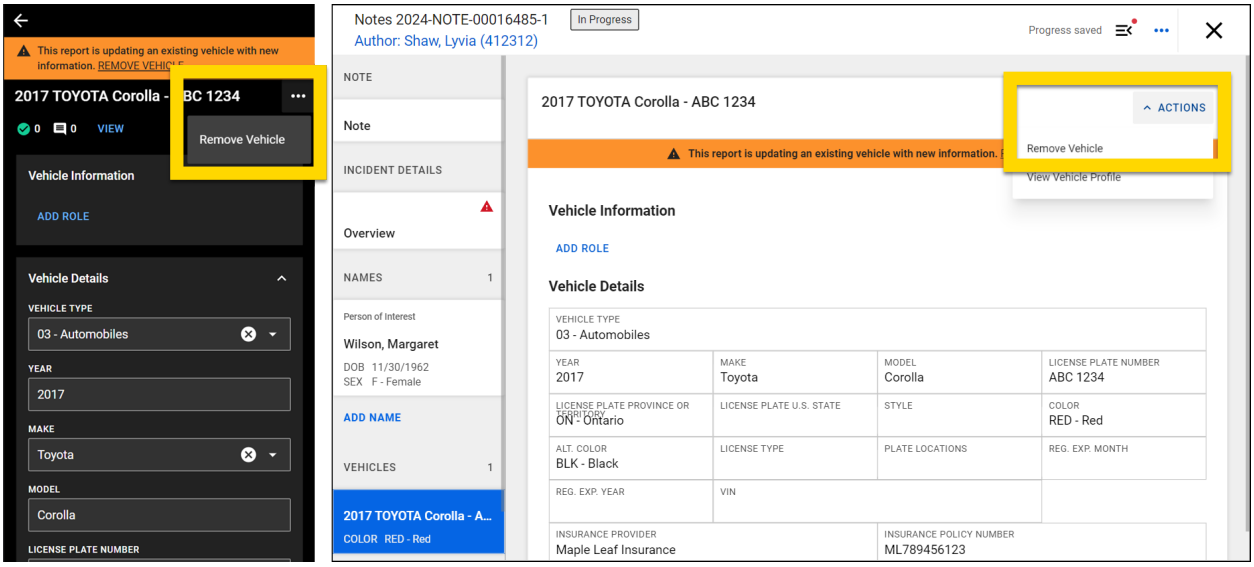


- If you don't find the vehicle in the database after searching for it, you can add it by selecting **Add new** (mobile app) or **New vehicle** (computer).



To remove a vehicle from a note , select **More actions [...] > Remove vehicle** (mobile) or **Actions > Remove vehicle** to remove it. If the vehicle you added already existed in

the database, you can also select **Remove vehicle** in the orange banner at the top of the screen.

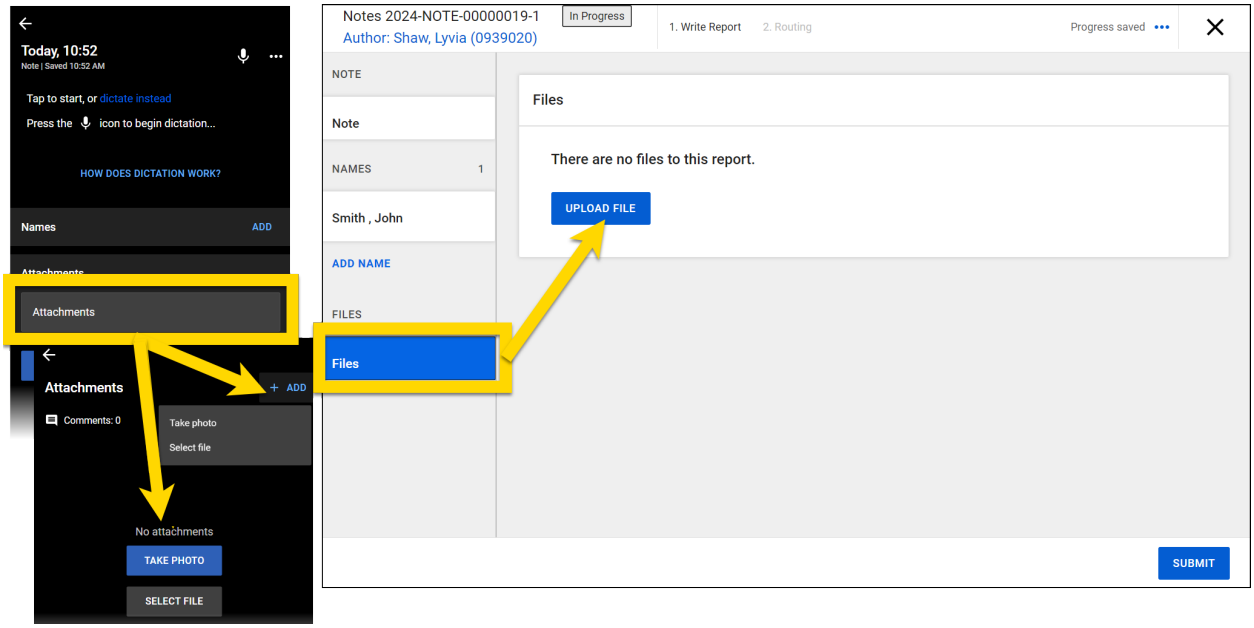


Add files

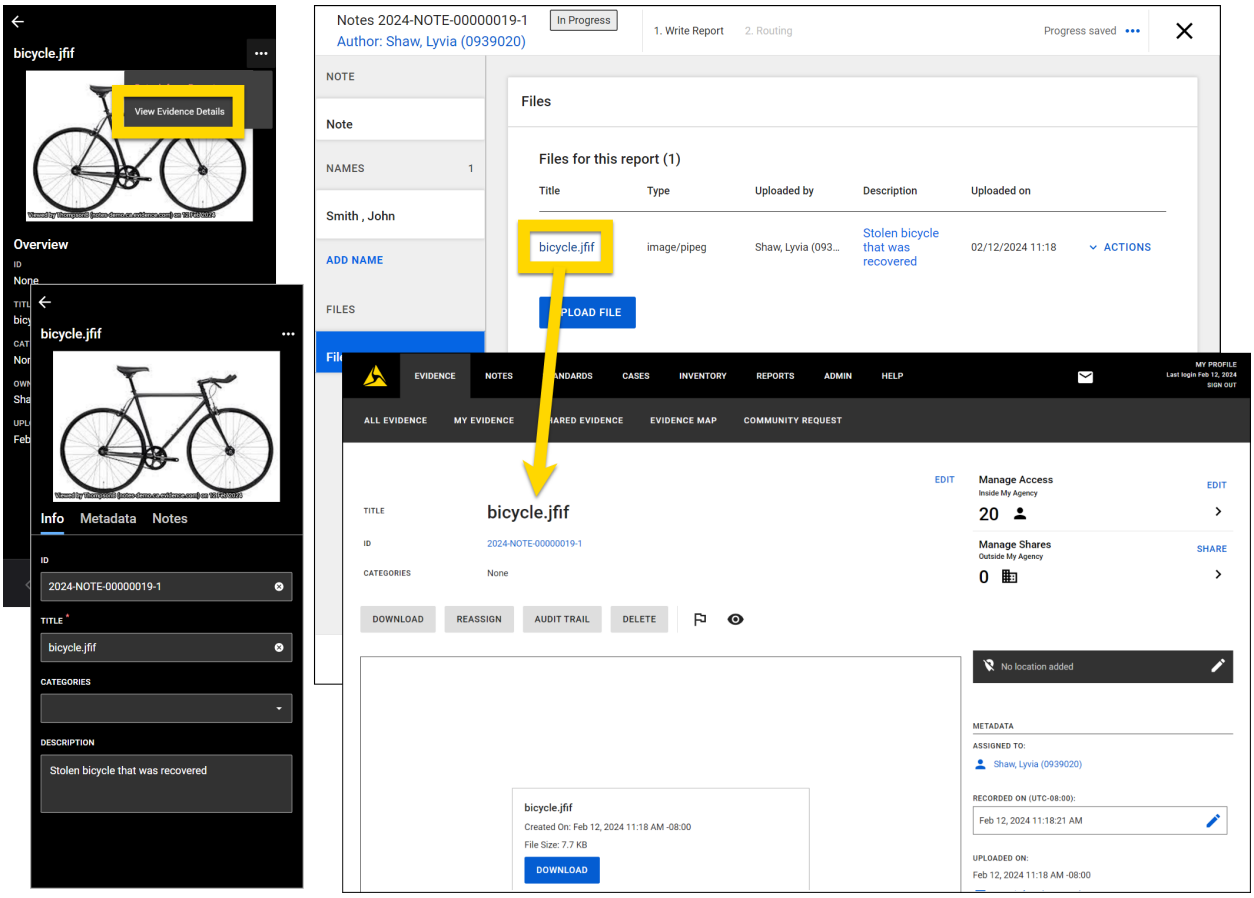
To add a file to your note, select **Attachments** (mobile) or **Files** (computer).

In the mobile app, you can either select **Take photo** to open your device's camera, or **Select file** to chose a file you already have on your device. Once you add files to the note, the buttons will disappear. You can find the Take Photo and Select File options by selecting +Add.

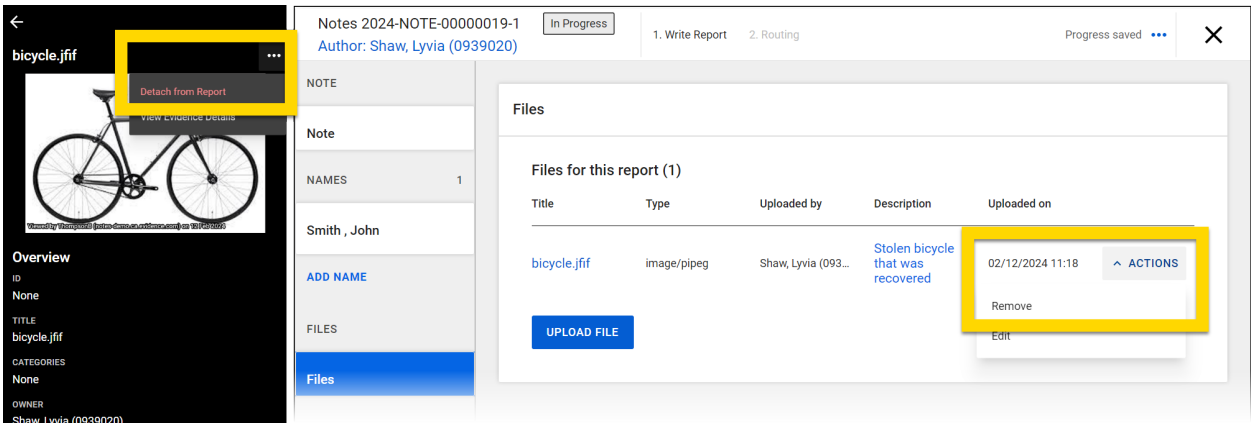
If you are creating your note on a computer, you can instead select **Upload file** to add a file from your computer.



When a file is added to a note, it is also uploaded to Axon Evidence as a piece of evidence. To view the evidence details on mobile, select **More actions [...] > View evidence details**. To view evidence details on a computer, select the file name. The evidence details page in Axon Evidence will open in a new tab.



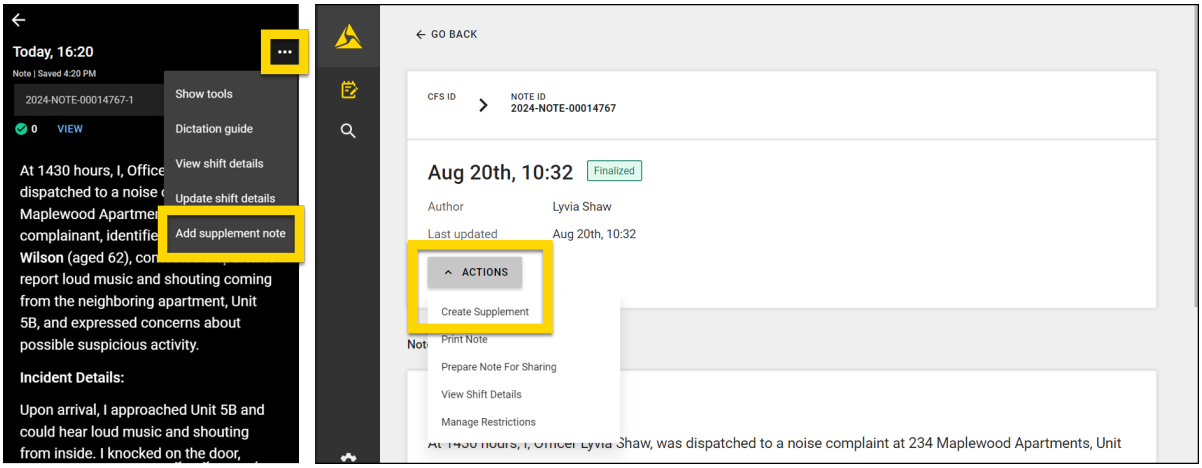
To remove a file from a note on mobile, select **More actions > Detach from report**.To remove a file from a note on a computer, select **Actions > Remove**. Removing a file from your note does not delete it from Axon Evidence. To completely delete a file, you must open Axon Evidence and delete the file from there. For more information about deleting files from Axon Evidence, see the Axon Evidence user guide.



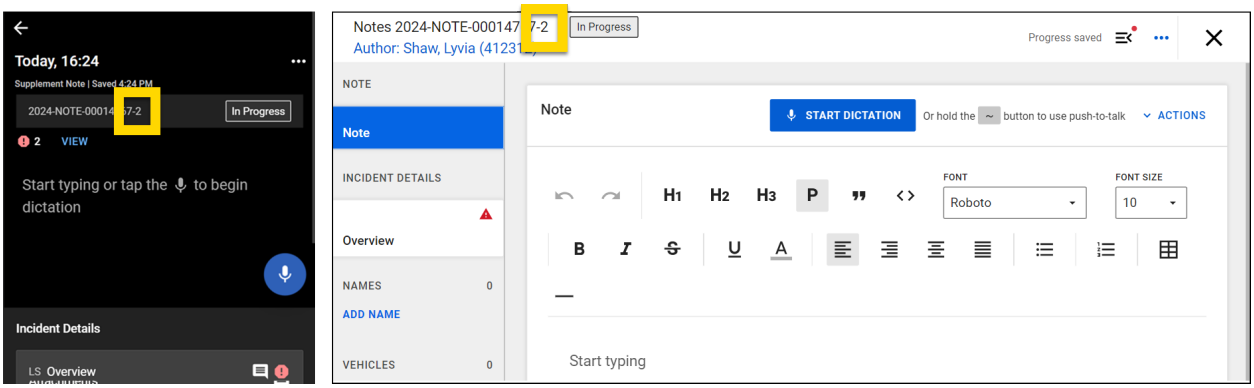
Create supplement notes

Once it is finalized, a note can no longer be edited. However, if you later need to add or adjust the information in a note, you can add a supplement. To do this, open the note and select:

- Mobile: **More actions [...] > Add supplement note**.
- Computer: **Actions > Create supplement**.



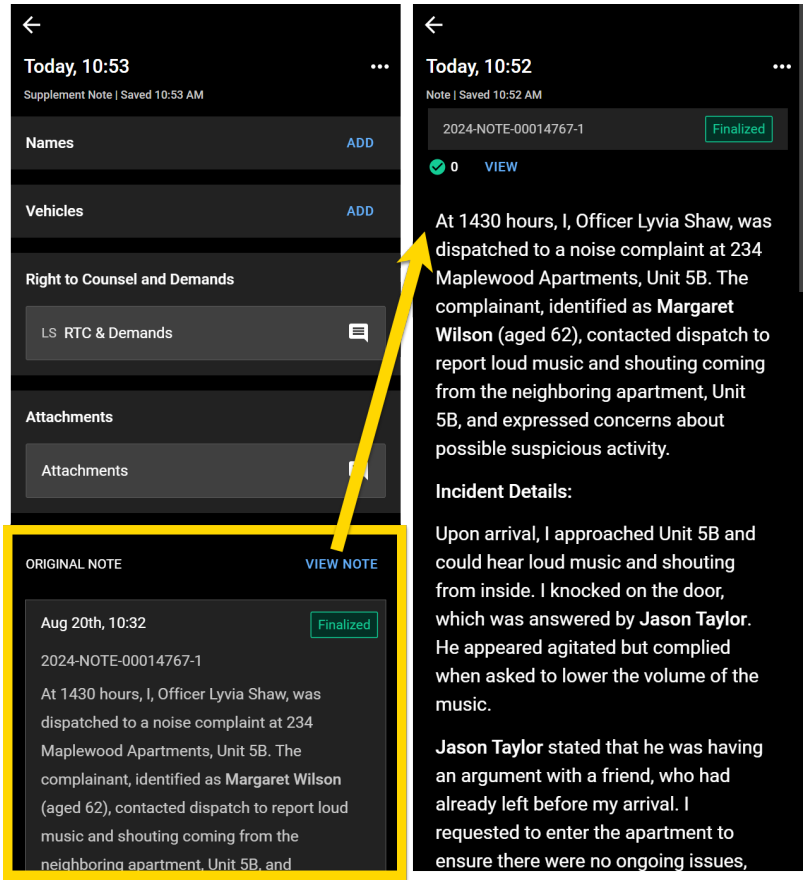
The supplement opens, and you can add additional information text, people, vehicle, and files as you would when creating a new note. You can tell you are working on a note supplement because a "-2" appears at the end of the Note ID. If you were to add an additional supplement, you would see "-3" and so on.



View supplements and original notes

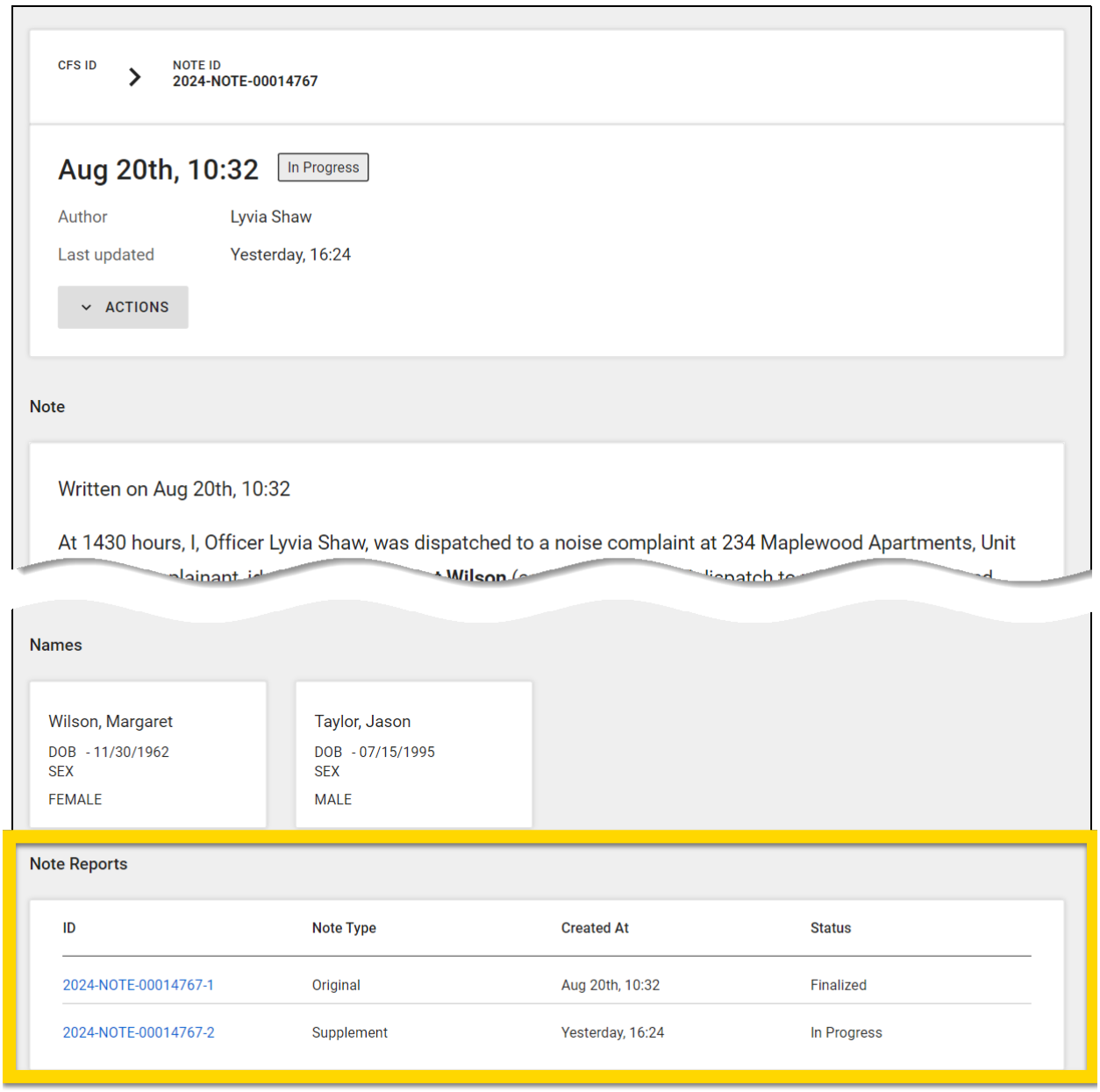
When you open a supplement note on mobile, the sections for the supplement appear at the top of the screen, and the original note, plus any other supplements appear at the

bottom. Select **View note** to view all content in the original note or any of the supplement notes.



When opening a supplement note on a computer, you see the full note profile. Scroll down to the **Notes reports** section at the bottom of the page to see the original note, as well as

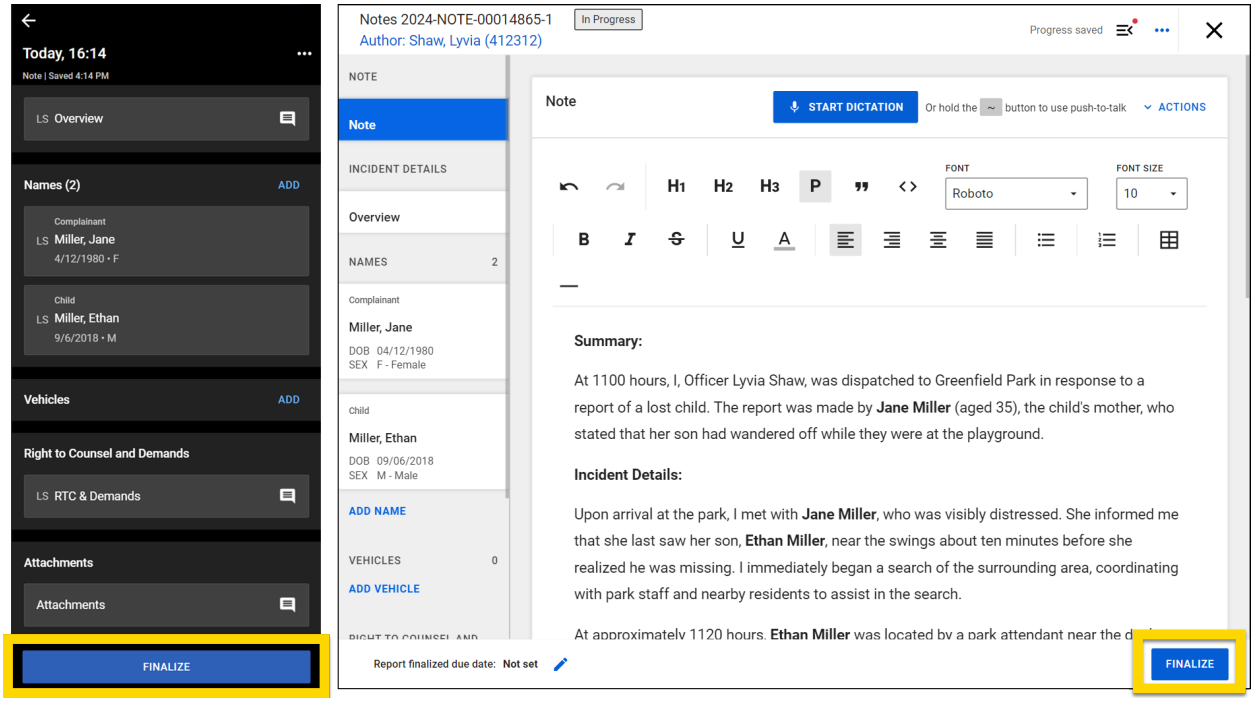
all supplements created for it. The original note appears at the top of the list above any supplement notes that have been created.



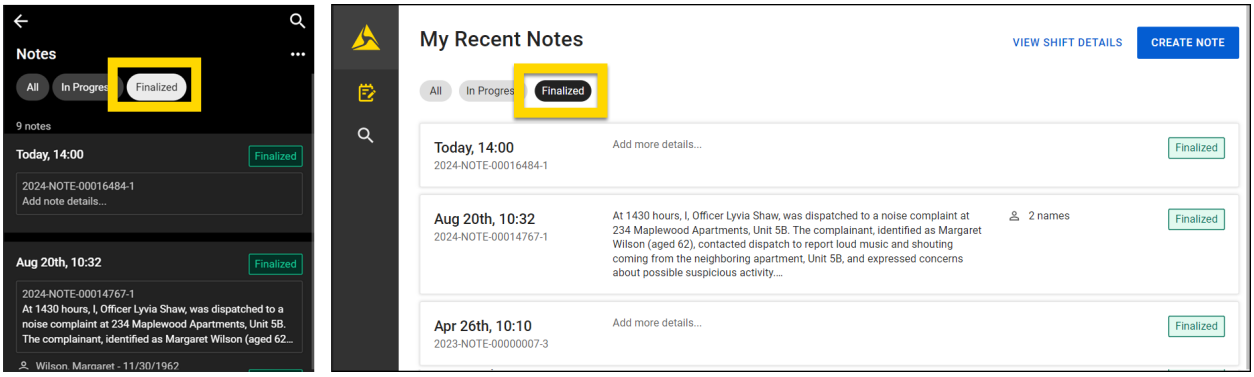
Finalize notes

After you have finished adding all necessary information to your note, select **Finalize** (mobile) or **Submit** (computer) to finalize the note. (Finalization is not available when you are offline.)

Once finalized, you can no longer edit a note. However, if you later need to add or adjust the information in a note, you can add a supplement to the note.



You can quickly find all of your finalized notes by selecting **Finalized** when viewing your list of all notes.



Offline notes

The Axon Notes module lets you continue working even when Wi-Fi or cell service is unavailable. While offline, you can take the following actions:

- Continue working on existing notes
  - Notes opened within the last seven days are automatically downloaded to your device, allowing you to access them and make changes when you do not have service.
- Create new notes
- View and edit shift details

Once you're back online, you can sync your updates and new notes to the cloud to make sure your notes include the most recent information.

Limitations

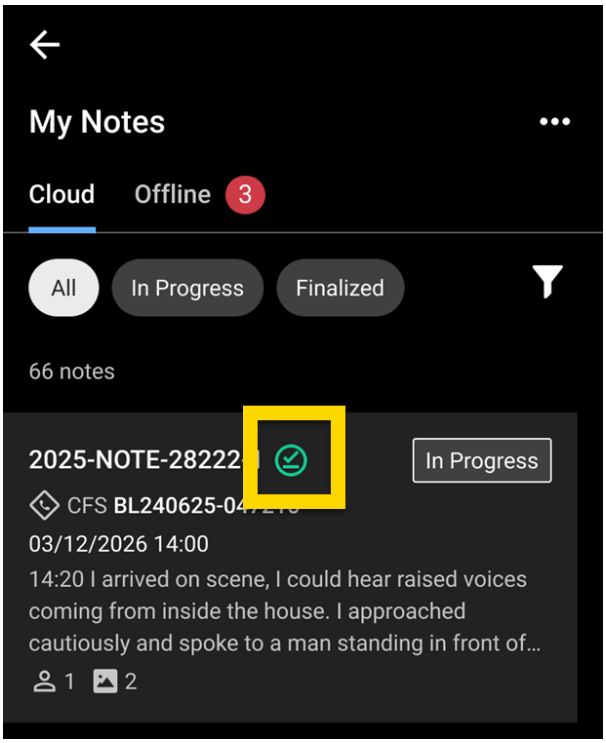
Offline mode is intended for continuing note work until connectivity returns. Once you are back online, sync your changes before continuing with other workflows such as printing or sharing.

The following actions are not available while offline:

- Finalizing notes
- Dictation
- Searching for people or notes
- Adding people to notes

Offline ready notes

When you open a note while connected to Wi-Fi or cell service, it automatically downloads and becomes available for offline use. You can identify notes that are ready for offline use by the green checkmark next to the note name.

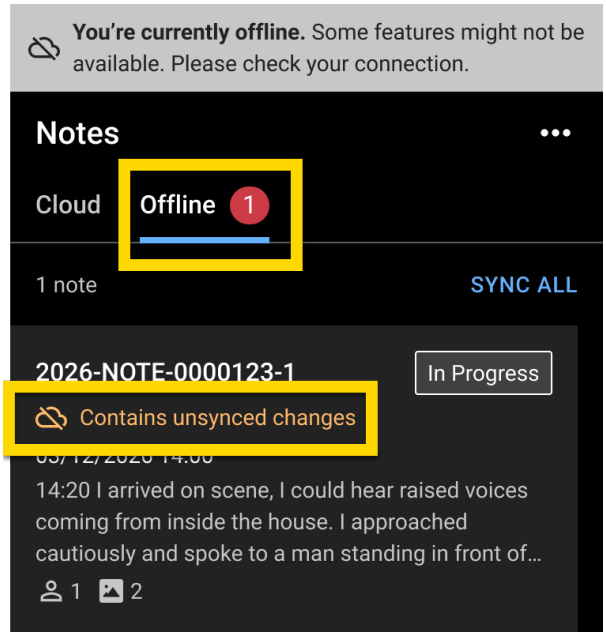


Working offline

When you lose your network connection, you can continue to create and edit notes. Some features that require a network connection will be unavailable, but the main editing functions will continue to work.

When you are in offline mode, all notes you've opened in the last 7 days appear in the **Cloud** tab. If you make a change to any of these notes, the note moves to the **Offline** tab

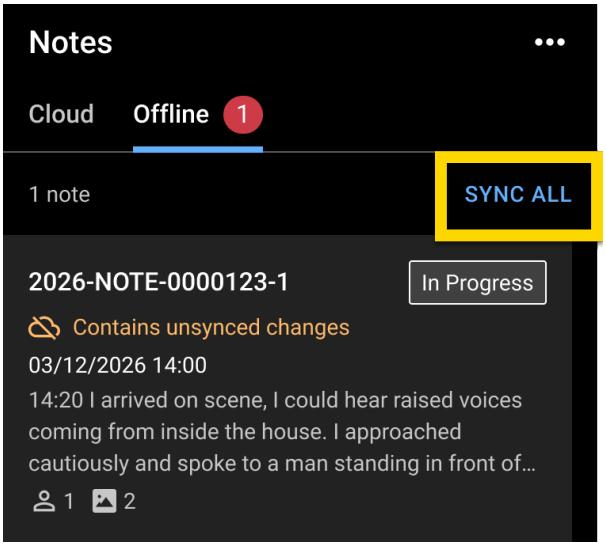
and displays a message that the note contains unsynced changes. Similarly, any new notes created offline appear on the **Offline** tab.



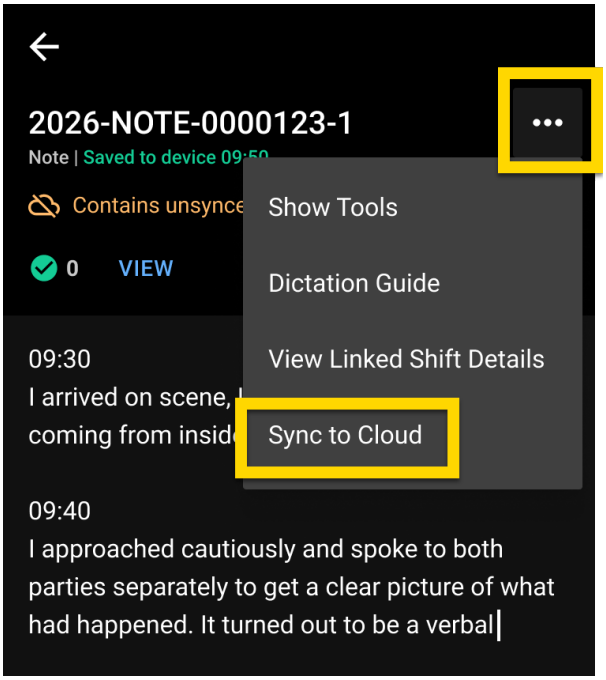
Sync changes

Once your network connection is restored, you can sync your notes to the cloud. Sync your notes frequently to reduce the risk of merge errors and ensure all changes are saved. You can sync all notes at the same time, or each note individually.

- **Sync multiple notes**: From the **Offline** tab, select **Sync All** to sync all offline notes at one time.



- **Sync one note**: Open the note and select **More actions [...] > Sync to cloud**.



A success message will appear when syncing is complete.

When notes are successfully synced, they will move from the **Offline** tab to the **Cloud** tab. Only notes with unsynced edits appear in the **Offline** tab.

Offline shift details

You can view and edit shift details while offline. When your device regains connectivity, you must sync to upload offline shift edits. Offline-created notes can still auto-link to an existing shift.

Resolve sync conflicts

Warning

Edit notes on one device at a time to avoid sync conflicts and losing your work.

Sync conflicts occur when you create or edit a note on a device while offline, then edit the note on another device while online. If this has happened for a given note, a message appears when you try to sync, indicating that there is a conflict.

If you continue to sync, the version on your device that was offline will replace the cloud version that you had edited on the other device. Before continuing to sync, check the cloud version of the note and copy any information you don't want to lose into the offline version before completing the sync.

Shift details

Using Notes, you can begin your day by documenting details about your shift (date/time, weather, etc.). Notes created during this shift will be automatically linked with the corresponding shift details. The start and end times entered in the shift details are required; they indicate that the notes created during that time period should be linked with those shift details.

When the current shift's end time arrives, new shift details must be created for a new shift. If the current shift hasn't ended yet, the end time can be updated instead.

You can take the following actions in relation to shift details:

- Add and edit shift details for the current shift
- Add shift details for a past shift
- Update which shift details are associated with a note

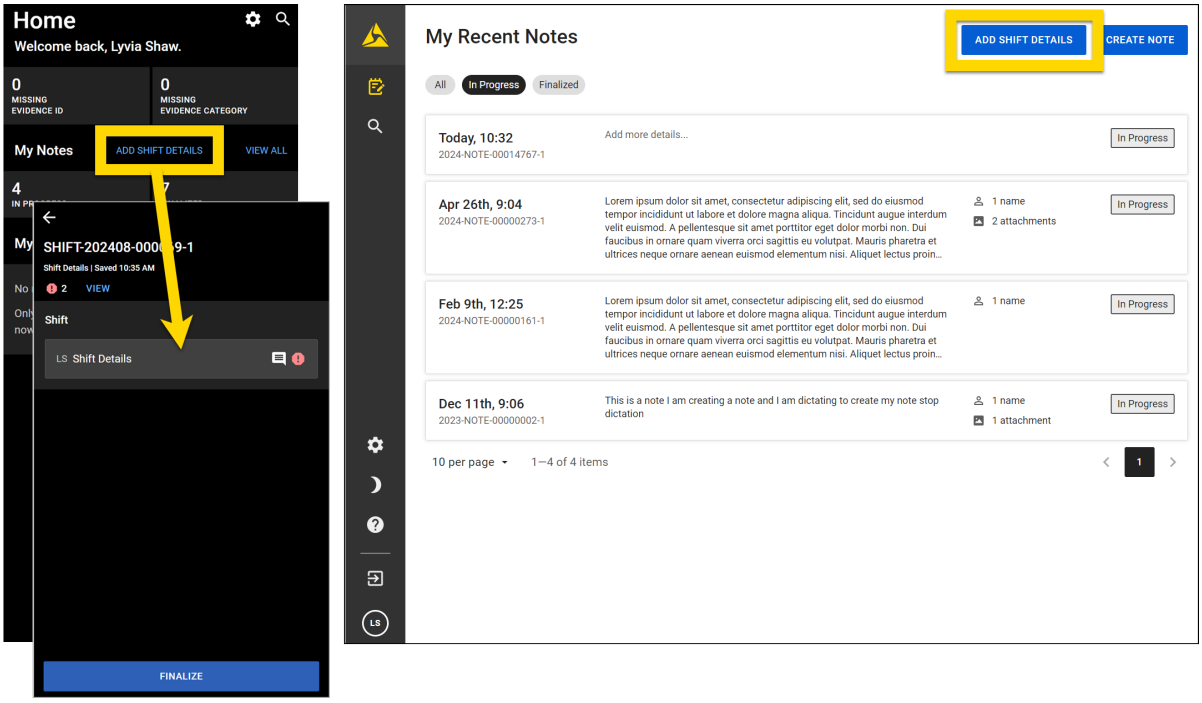
This video explains how to view shift details in Axon Notes.

This video explains how to link shift details in Axon Notes.

Add and edit current shift details

To add current shift details:

1. Open the Notes module, either on mobile or computer, and select **Add shift details**.
   - On mobile, select **Shift details** to reveal all shift details fields.



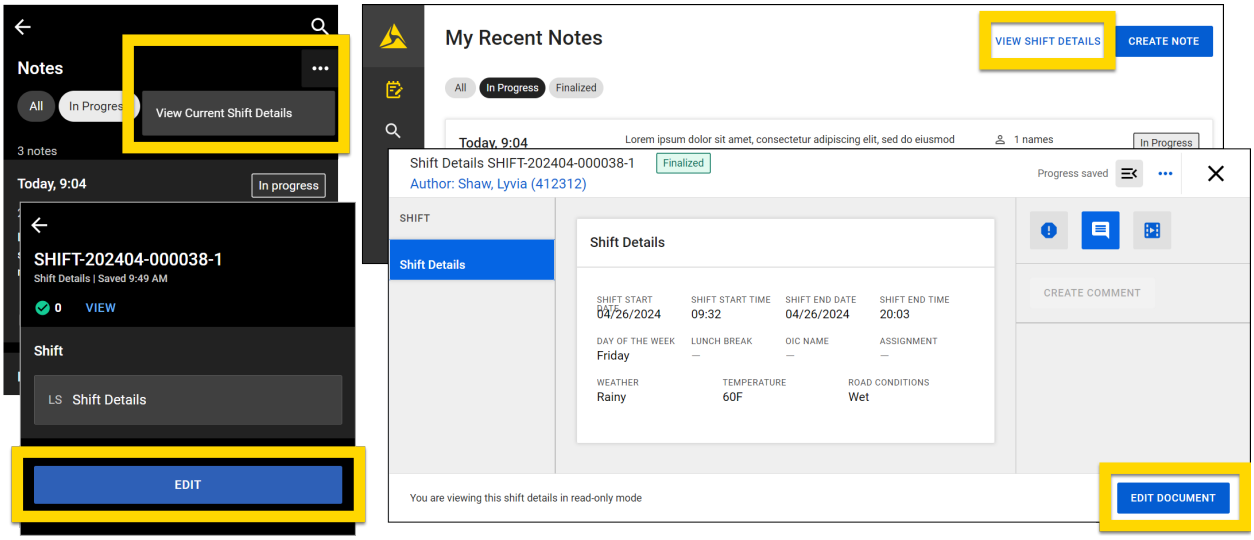
Complete all necessary fields and select **Finalize**.

- On mobile, after completing the shift details fields, select the back arrow to return to the Shift Details screen where you can select **Finalize**.

Once completed, shift details can be viewed at any time:

- Mobile: Select **View shift details** on the Home screen or open an in-progress note and select **More actions [...] > View shift details**.
- Computer: Select **View shift details**.

Shift details can be edited by selecting **Edit** (mobile) or **Edit document** (computer).



Add past shift details

You can add shift details for a past note from the mobile app. To do this:

1. Open the Notes module, either on mobile or computer, and open the note that needs shift details.
2. Select **Actions > Add shift details**.
3. Select the appropriate shift details to add to the note.
4. Select **Save**.

Unlike with current shift details, the past shift details can't be edited. You can only associate a past note with past shift details.

Update shift detail associations

You can update shift details for a note from the mobile app. To do this:

1. Open the note that needs shift details updated.
2. Select **Actions > Update shift details**.
3. Select the appropriate shift details to add to the note.
4. Select **Save**.

Bulk shift detail updates

You can update the shift details for multiple notes at once from the mobile app:

1. From the note list, select **More actions [...] > Select**.
2. Checkboxes appear beside each note. Select the box beside each note you want to update or tap **Select all** to select all notes.
3. Select **Link shift**.
4. Choose a shift from the list.
5. Select **Save** to apply your changes.

Search

You can search for notes from either the mobile app or a computer. The available filters are different depending on the experience you use.

Search on mobile

To open Notes Search on mobile, select the magnifying glass icon in the top corner of the screen. In the **Notes** tab, enter a search term in one of the fields or use the filters and select the blue **Search** button. (Search is not available if you are offline.)

To search for shift details instead of notes, select **Shift**, enter a search term in one of the fields or use the filters and select the blue **Search** button.

From the list of search results, select the filter icon in the top corner of the screen to add additional filters to narrow down the list of search results or select a result to view the note or shift details.

This video explains how to search for notes and evidence in Axon Notes.

Search on a computer

To search for notes on the computer, select the magnifying glass in the main navigation menu. To run a search, enter names, keywords, or IDs (partial or full) in the top search box. If you enter multiple words, the search results will include **all** of the words you entered. (i.e., Entering more words decreases the number of search results and entering fewer words increases the number of results.) If you enter a date in the search box, the system will only search for that date in text-based fields. To search by date, instead use a date filter field.

Search results are sorted into three categories: Notes, People, and Files. Each category displays up to three search results. Use the **Sorted by** menu to change the order in which search results are listed. Select a search result to open the note or profile. Select **View all** to see all results for that category. To narrow your search to a specific category, select one of the search tabs below the search box. These search tab pages include additional filter fields specific to that category.

Search results

The top portion of each search result shows basic information about the item. The fields displayed on search results vary depending on the category (note, person, etc.). Contact your Axon representative to customize the information displayed in search results.

If the top search box or a free text filter field was used to perform the search, search results also include a **Matched on** section that indicates why that item appears in the search result list. The terms entered in the search box or text filter appear in purple highlighting on the search results beside the fields in which they were found. If a search term appears multiple times in the search result, select **See more matches** to view all the fields containing the term.

Select the white area on a search result to open the profile or note for that item. Return to your search results by selecting **Go back**.

If you instead select blue hyperlink text in the bottom gray area on a search result, that profile opens, as opposed to the profile for the search result. Select the **X** to close the report and return to your search results. On all search results, these hyperlinks will open a report. When viewing Report search results, you can also select hyperlinks that open person and vehicle profiles if those items are associated with that report.

Search results you have already opened have a gray background. Results you have not yet opened have a white background. This visual quickly tells you which results you have already viewed.

Notes search

To narrow your search to show just Notes (and not people), select the **Notes** filter button below the search box or select **View all notes** below the Note category search results. A new page loads and displays the full results list for that category along with a set of filter fields you can use to further refine the results. Select **All** to return to your initial search and the search results for all categories.

Notes search filters include:

- Date created
- Officers
- Note type

People search

To narrow your search to show just People (and not notes), select the **People** filter button below the search box or select **View all people** below the Note category search results. A new page loads and displays the full results list for that category along with a set of filter fields you can use to further refine the results. Select **All** to return to your initial search and the search results for all categories.

Use the options in the **Result settings** section at the top of the **Filters** list to refine which kinds of results are displayed:

- **Include similar results:** When this setting is turned on, search results include:
  - Phonetic (“sounds like”) results: Search for **`John`** includes results for **`Jon`**
  - Stemmed results: Searching for **`walking`** includes results for **`walk`** and **`walked`**
  - Results with one letter difference: Searching for **`Tim`** includes results for **`Jim`**
  - Fields other than name, alias, ID and Date of Birth
- **Include old profile versions:** When this setting is turned on, Search also looks at older versions of people profiles.
  - If a person’s name has been updated 5 times, results include all old versions of the profile that contain old names, including the latest version with the person’s current name.

Use the **Sorted by** drop-down menu to set the order in which search results are shown:

- Relevance: This is the default sort order.
- Last Updated (Newest to Oldest)
- Last Updated (Oldest to Newest)
- Last Name, First Name (A to Z)
- Last Name, First Name (Z to A)

Open the **Actions** menu to export your search results to a CSV file. This file includes ALL search results. In other words, if you selected any checkboxes beside any search results, the export will include all search results and not just those that have been selected.

Files

The Files tab shows documents that have been uploaded to Axon Evidence. When you enter a search term or terms in the top search box, the text of all uploaded documents is searched, and results containing that word are displayed. This includes documents that were created from Axon Records reports, documents attached to Axon Records reports, as well as any other documents that have been uploaded to Axon Evidence.

Instead of opening each document to look for names, addresses, or keywords, you can use the top search box to search across all documents and select a search result to open that file's Evidence details page in Axon Evidence. The search bar on the **Document** tab is auto-filled with the search term(s) you entered in Axon Records and the list of matching results where that term(s) was found in the document is displayed.

Document text search is available with a Pro license. It only applies to documents uploaded after this feature is enabled for your organization. For most organizations, this will be enabled the last week of March 2026. Customers may request a one-time backfill priced based on document volume by contacting an Axon representative.

Your search results in Axon Records are restricted to the documents you have permission to view. For example, if you have the Axon Evidence permission to view Confidential Evidence, documents categorized as Confidential Evidence will appear in your search results. See User access to evidence and user permissions for more information.

How it works

Axon Evidence extracts readable text from supported documents when they are uploaded. That text becomes searchable across evidence you have permission to access.

You can search text in:

- PDF (.pdf) files
- Word (.docx) files

Document text search works on:

- Digitally created documents
- Scanned documents with readable typed text

For best results, documents should contain:

- Clear, legible typed text
- Text that is at least 8-point font size
- Pages that are not blurry, distorted, or affected by heavy bleed-through

Note

Handwritten text might appear in results, but accuracy can vary.

See Search text in documents for more information about using document text search in Axon Evidence.

Profiles

A note's profile includes all information associated with the note, including the contents of the original note and any supplements that have been created for it. The profile also displays any people, vehicles, and files that have been added to the note and its supplements.

The layout of a note profile is different depending on whether you view it on mobile or on a computer.

Mobile notes

On mobile, the order in which information on a note profile is presented varies depending on whether you are opening the original note or one of its supplement notes.

If you open an original note that contains supplements, the contents of the original note, along with any people, vehicles, and files added to the note appear at the top. Any supplements that were created after the note was finalized appear at the bottom. Select **View note** to view all content in the supplement notes. If the latest supplement is still in progress, you can instead select **Write note** to view and continue working on it.

When you open a supplement note on mobile, the sections for the supplement appear at the top of the screen, and the original note, plus any other supplements appear at the bottom. Select **View note** to view all content in the original note or any of the supplement notes.

Select **More actions [...]** to view or update shift details for the note.

Computer notes

On a computer, the contents of all notes, including the original note and any supplements are complied into a single view. The sections on this profile include:

1. **Basic note information:** Author, date updated, and an **Actions** menu with options:
   - Create supplement: This option can't be selected if the note's latest supplement is in progress. Scroll down to the Notes Reports section to open the supplement.
   - Print note
   - Prepare note for sharing
   - Manage restrictions
2. **Notes:** Displays the contents of the original note, followed by any supplements that have been created.
3. **Names:** Displays any people that were added to the original note or its supplements.
4. **Note reports:** Displays the Note IDs for the original note and each supplement. Select a Note ID to open the note and view or edit it (if it hasn't yet been finalized).

Notes actions

When access the Axon Notes module on a computer, you can print notes and supplements or export them to Axon Evidence to share with external partners. During this workflow, you can choose which sections to include in the output, customize headers and footers, and track who the note is shared with and why.

Print notes

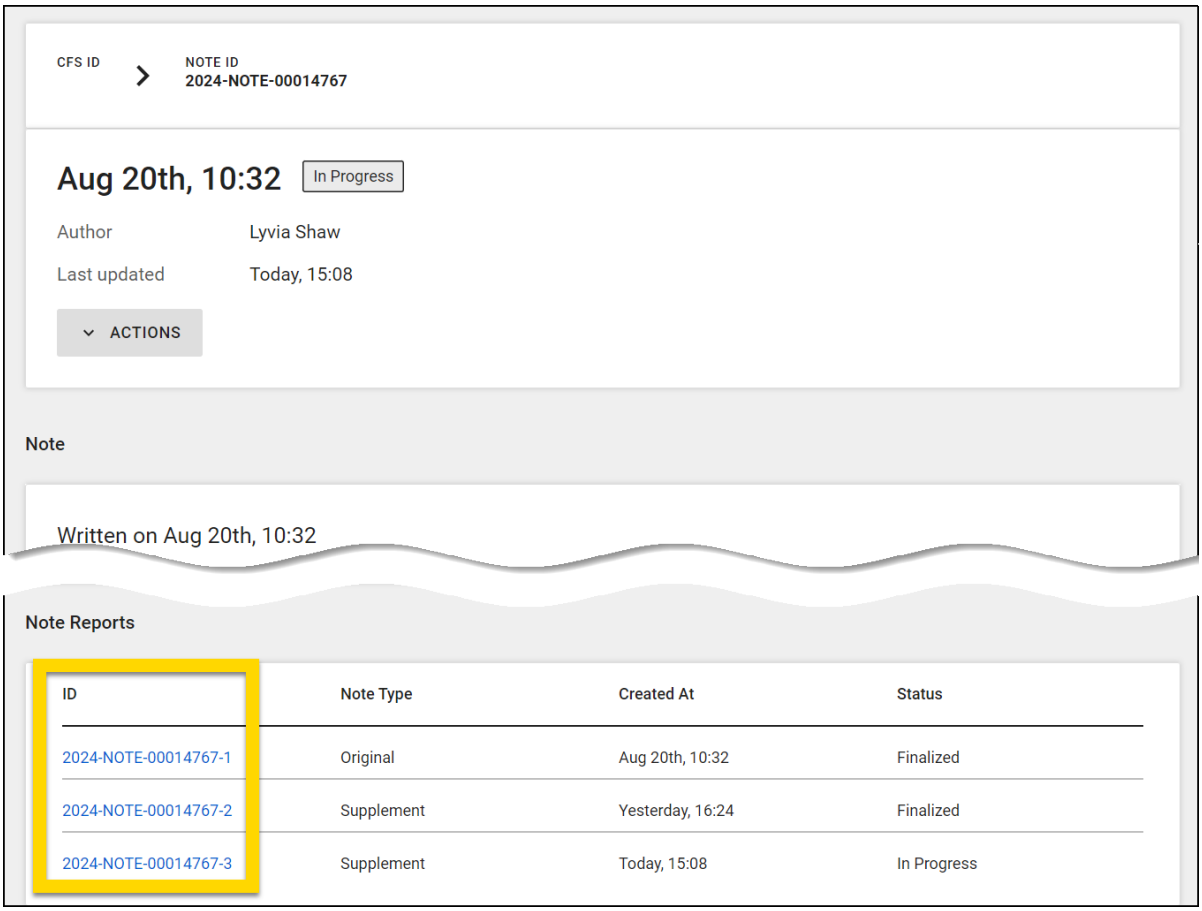
Notes can be printed from your computer, but not from a mobile device. You can either print an original note or any of its supplements individually, or an original note with all of its supplements.

This video explains how to print and share notes.

Print single notes

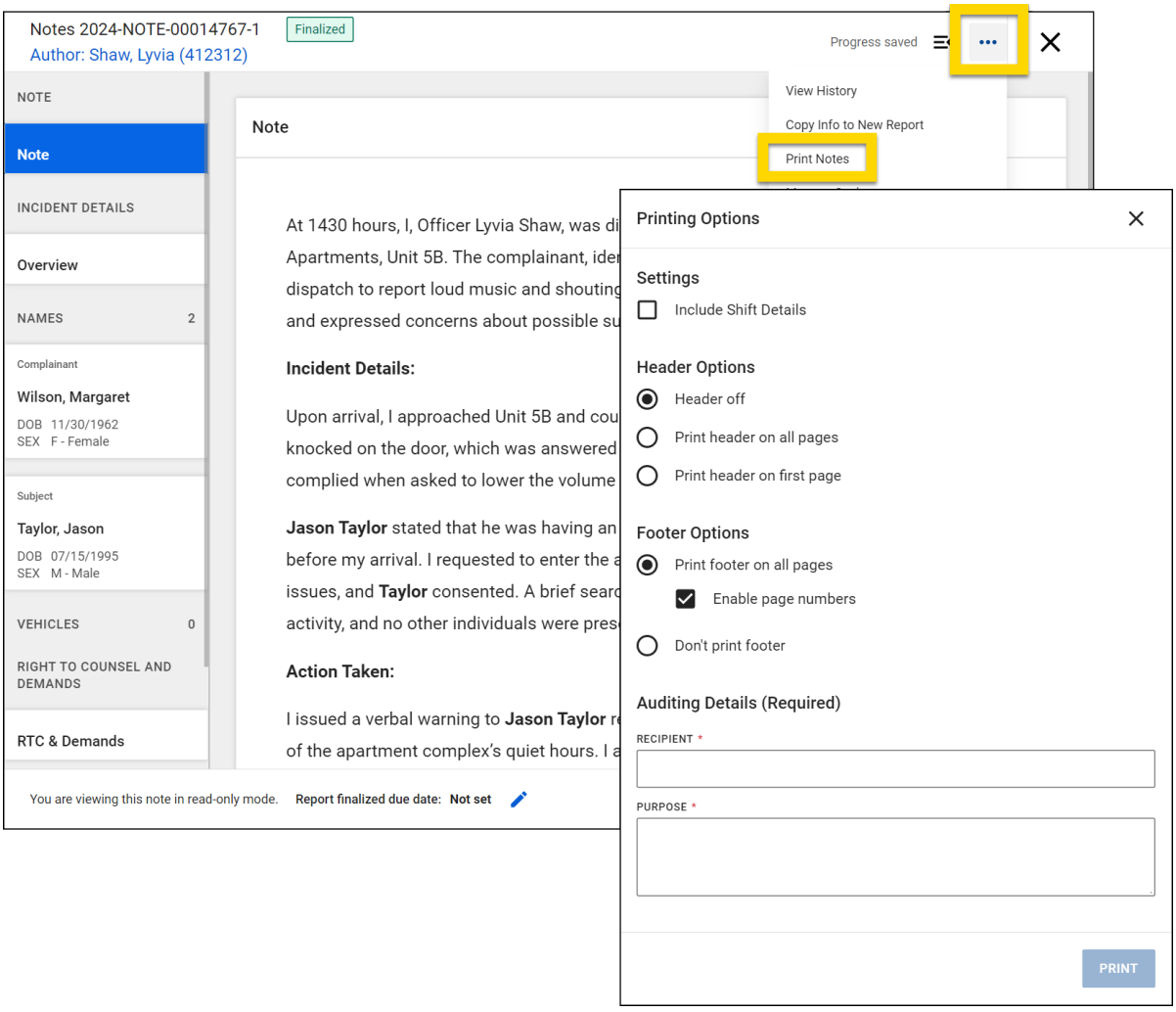
To print a single note or supplement:

1. Open the note profile, either after searching for it or by selecting it from your notes list.
2. In the **Notes reports** section, select the note or supplement you want to print.



3. Once the note opens, select **More actions [...] > Print notes**.
4. Adjust which information should be included in the printout, including shift details and header/footer.
5. Enter a recipient and purpose, and select **Print**.

6. A PDF file will load in a new browser tab where you can download and print it.

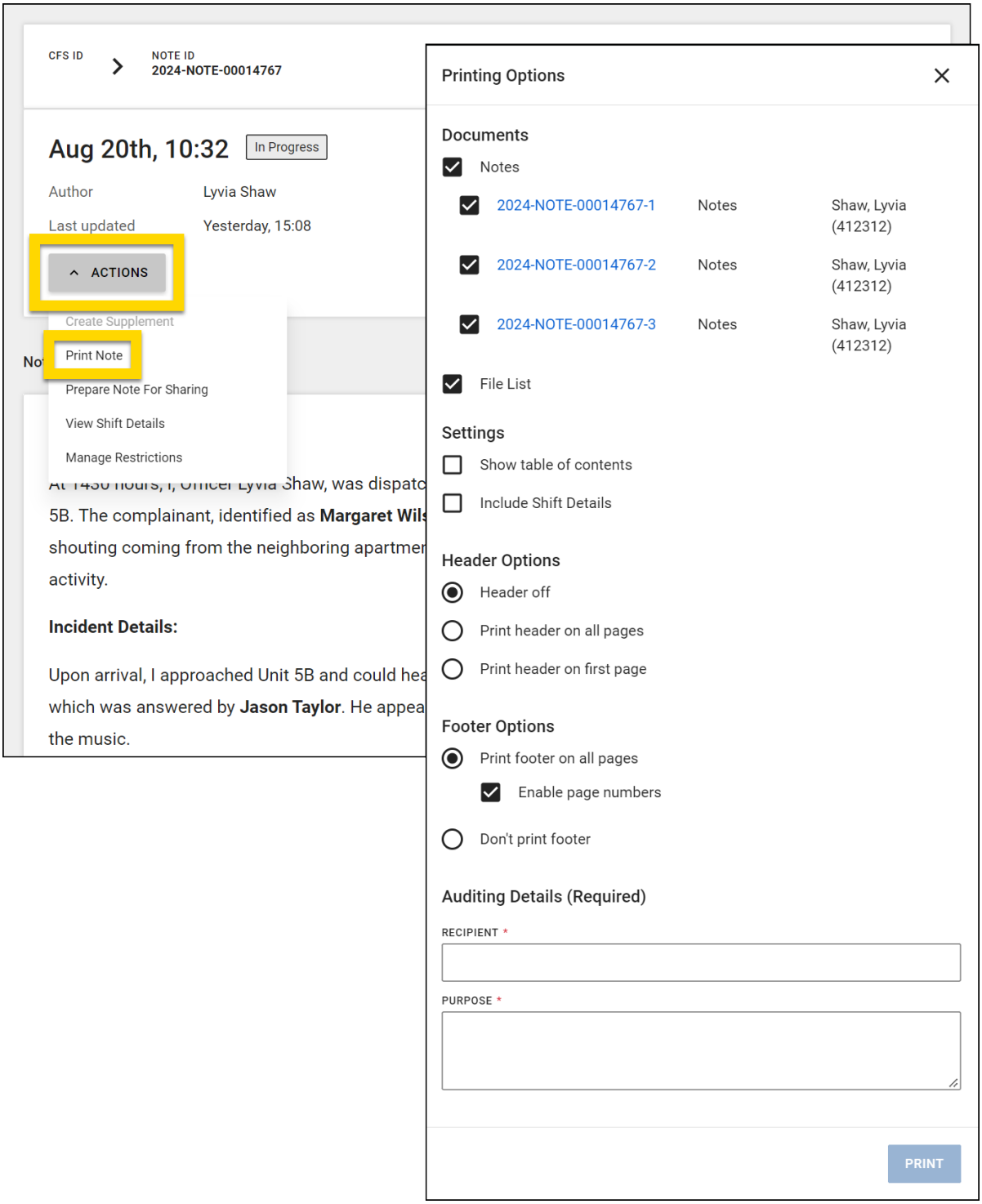


Print original note and all supplements

To print an original note plus all of its supplements:

1. Open the note profile, either after searching for it or by selecting it from your notes list.
2. Select **Actions > Print note**.
3. Adjust which information should be included in the printout:
   - Notes to include
   - File List containing the names of all files added to the note
   - Table of contents with a header section summarizing the notes
   - Shift details
   - Header/Footer
4. Provide a recipient and purpose, and select **Print**.

5. A PDF file will load in a new browser tab where you can download and print it.



Share notes

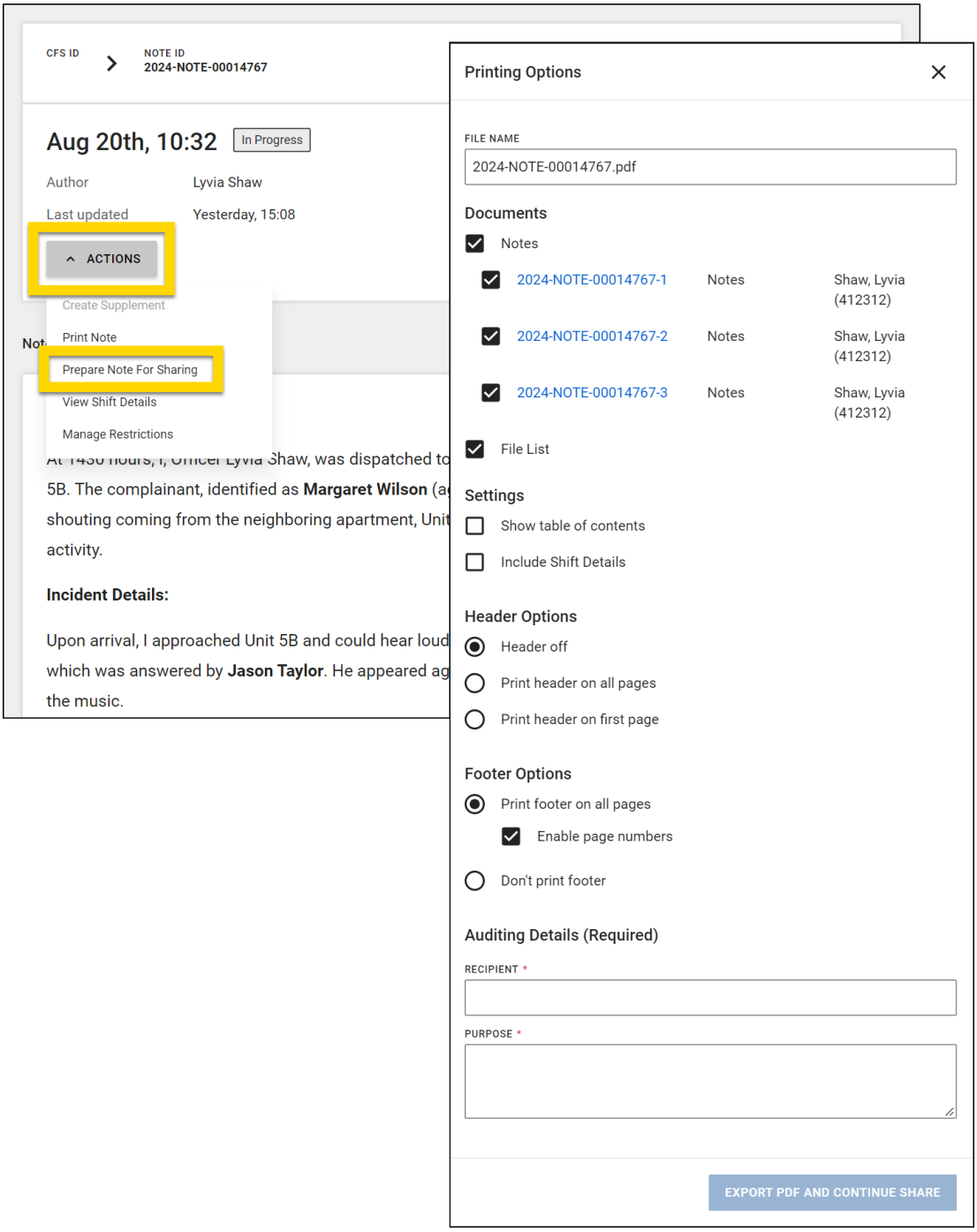
Notes can be uploaded to Axon Evidence where they can then be shared with other organizations or external partners. Notes can be shared from your computer, but not from a mobile device.

This video explains how to print and share notes.

To share a note:

1. Open the note profile, either after searching for it or by selecting it from your notes list.
2. Select **Actions > Prepare note for sharing**.
3. Update the name of the file. This is the name that will appear in Axon Evidence.
4. Adjust which information should be included in the share:
   - Notes to include
   - File List containing the names of all files added to the note
   - Table of contents with a header section summarizing the notes
   - Shift details
   - Header/footer

5. Provide a recipient and purpose, and select **Export PDF and continue share**.



6. The PDF will export (taking longer depending on the amount of information included). When exporting is complete, the PDF will save to **My Evidence** in Axon Evidence. The Evidence Details page will open in a new tab in your browser. If it does not, select **Continue share**.

7. To share the note use the Manage Access and Manage shares options. See User access to evidence and user permissions for more information.

