Add a Note to a Transaction

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You can add notes to transactions on Flipcause, and these notes will be saved and viewable both from the transaction details in your Dashboard, as well as exportable into reports.

How to Add a Note to a Transaction:

- Go to Reports then use the search bar to search by name, email or ID

- Find your transaction in the Transactions section of the report

- Click on Details to the right of the transaction you would like to add a note to. Select Add Note at the top of the View Transaction Details window. Enter the note in the box provided. Then click Add Note!
View Transaction Details

Current Contact ID for this transaction: Stanley O Ayers (CID662-1000121)

Add a Note

Note:

[Enter note here]

[Add Note]