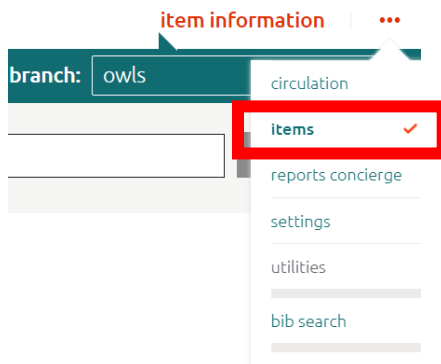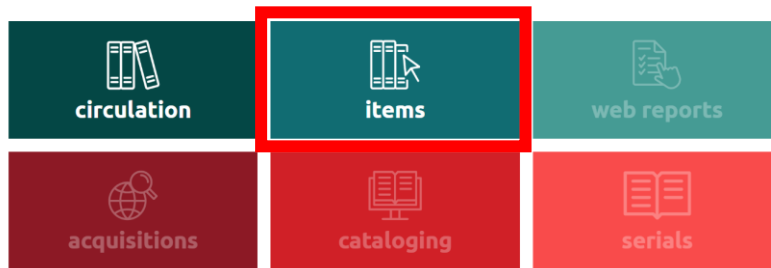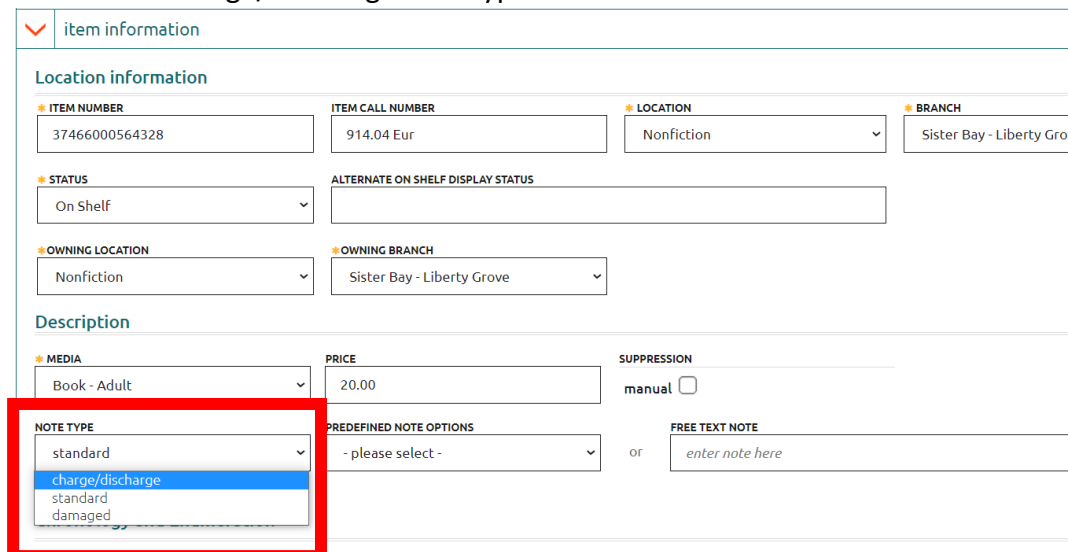# Adding and Removing Notes to Items in CARL Connect

Staff can add a note to an item to indicate damage, how many pieces/parts, short loan stickers, etc. The below instructions will show how to add a note as well as removing the note.

Adding Notes in CARL Connect

1. Click on the Items icon from the dashboard **OR** select "items" from the top right-hand menu.

2. Bring up the item information by putting in the item barcode and searching.
3. Expand the "item information" section.
4. Under Description, choose your Note Type from the drop-down. For Short Loan items, choose the Charge/Discharge note type.

5. Choose your Note Options, Predefined or Free Text. For Short Loan items, choose Predefined.

6. Once done, click on the green "save note" button in the bottom right corner.

Removing Notes in CARL Connect

1. Bring up the item information by putting in the item barcode and searching.
2. Verify your item (should be the first in list) and expand the "item information" section.
3. Locate the correct green note bar and click on the "X" all the way to the right of the screen.

4. When you do, a Confirm Deletion box will come up. Click the green "continue" button. Once you do, you will see the below green bar indicating it was successful.