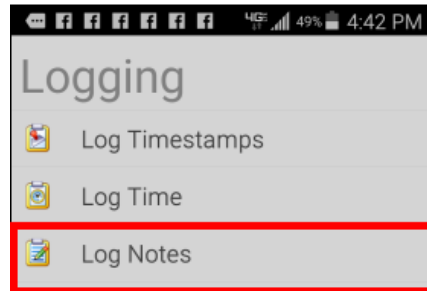


Log Note in GoServicePro Mobile App

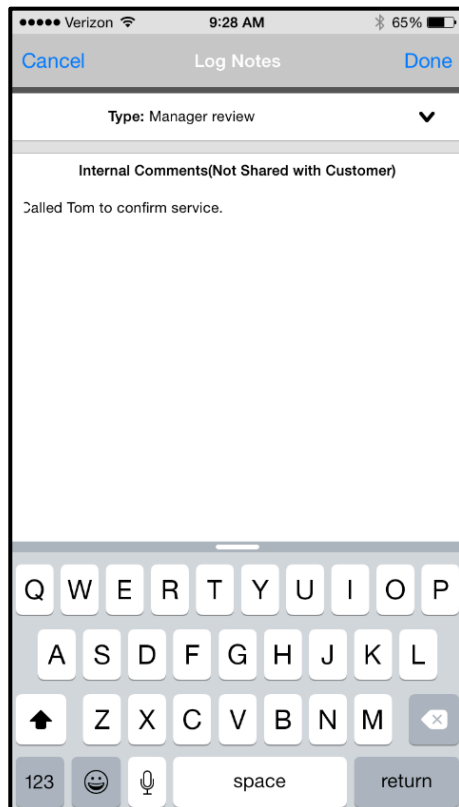
This process is completed by Field Technicians and Customer Trainers using the GoServicePro Mobile App.

This article reviews the steps to enter a note.

1. Access the Notes from the schedule or Work Order menu.



2. Adjust the Type dropdown as needed (optional).
3. Tap in the Notes field to access keyboard.
4. Type notes - any initial on-site notes that should not be forgotten (Internal only).
5. Click the Save button.



Copy and Paste Notes

When using templates, you will copy the text from the template and paste it into the Notes field.

1. Locate and open template from email or [Field Service Portal](#)
2. Tap in the body of the document and select the text to copy. Use the arrows/cursors to select additional text until the entire template is highlighted.
3. After all desired text is selected, tap the option to Copy.
3. Open the GoServicePro Mobile App. Navigate to your Work Order and tap Log Notes.
4. Enter one space into the notes field, then tap and hold to view the Paste option.
5. Tap into the area that you would like to add notes to. Use your keypad or voice to add notes.