Add Staff Notes on Cloud

Staff Records · https://cclearninghub.co.uk/docs/add-staff-notes-on-cloud/

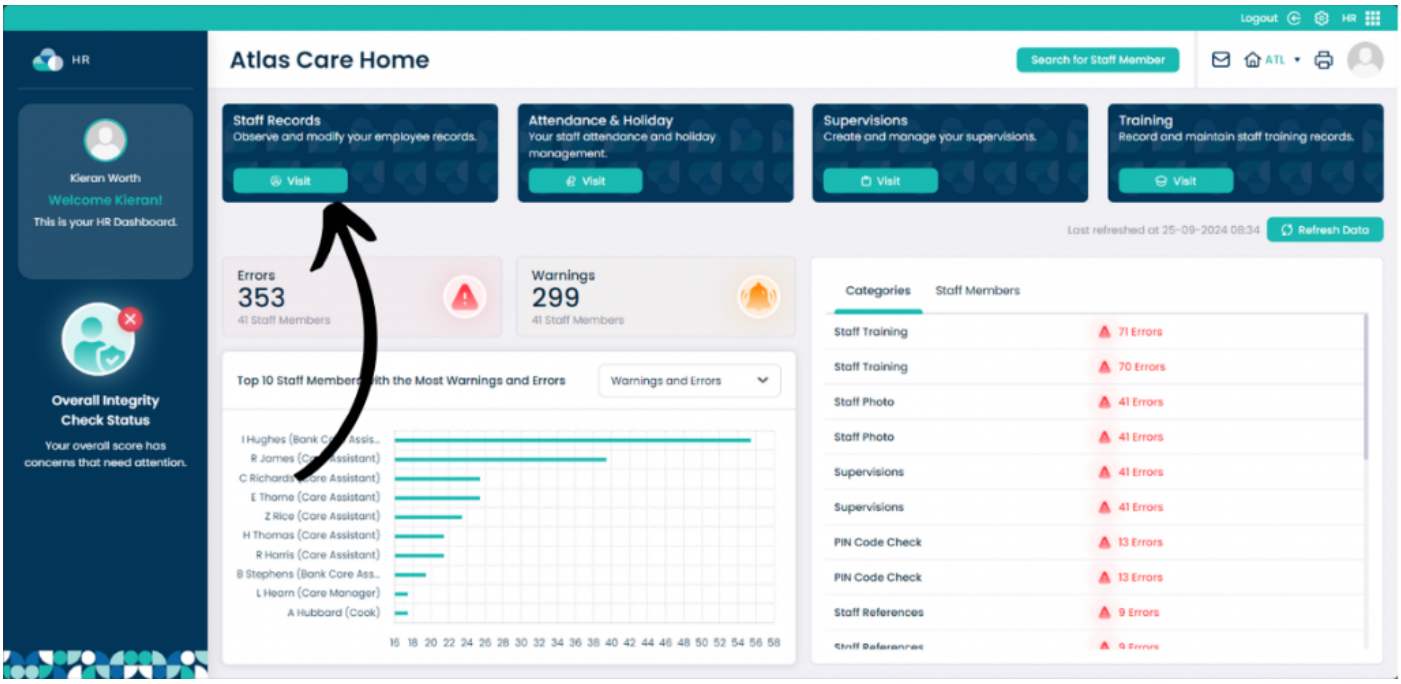
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Within this guide you will find out how to add new staff notes within Cloud.



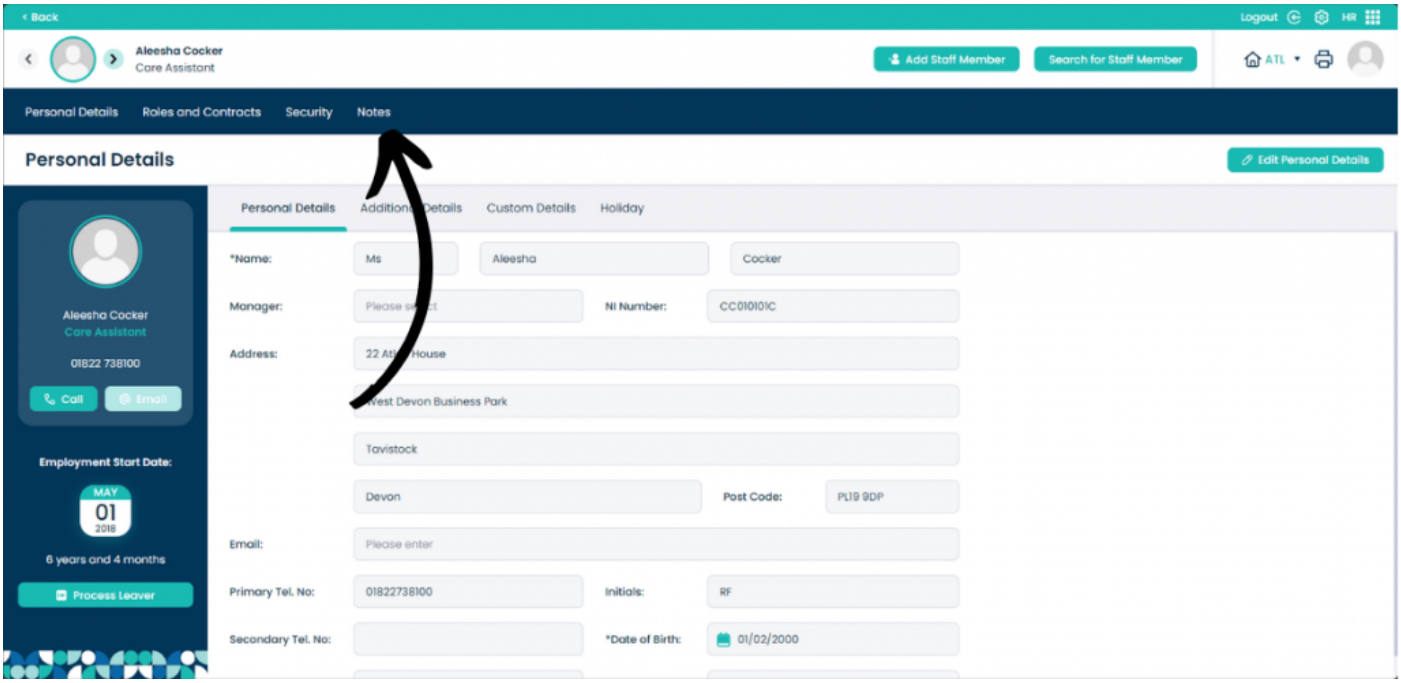
Step 1:

From the **HR Application** click **Visit** on **Staff Records.**



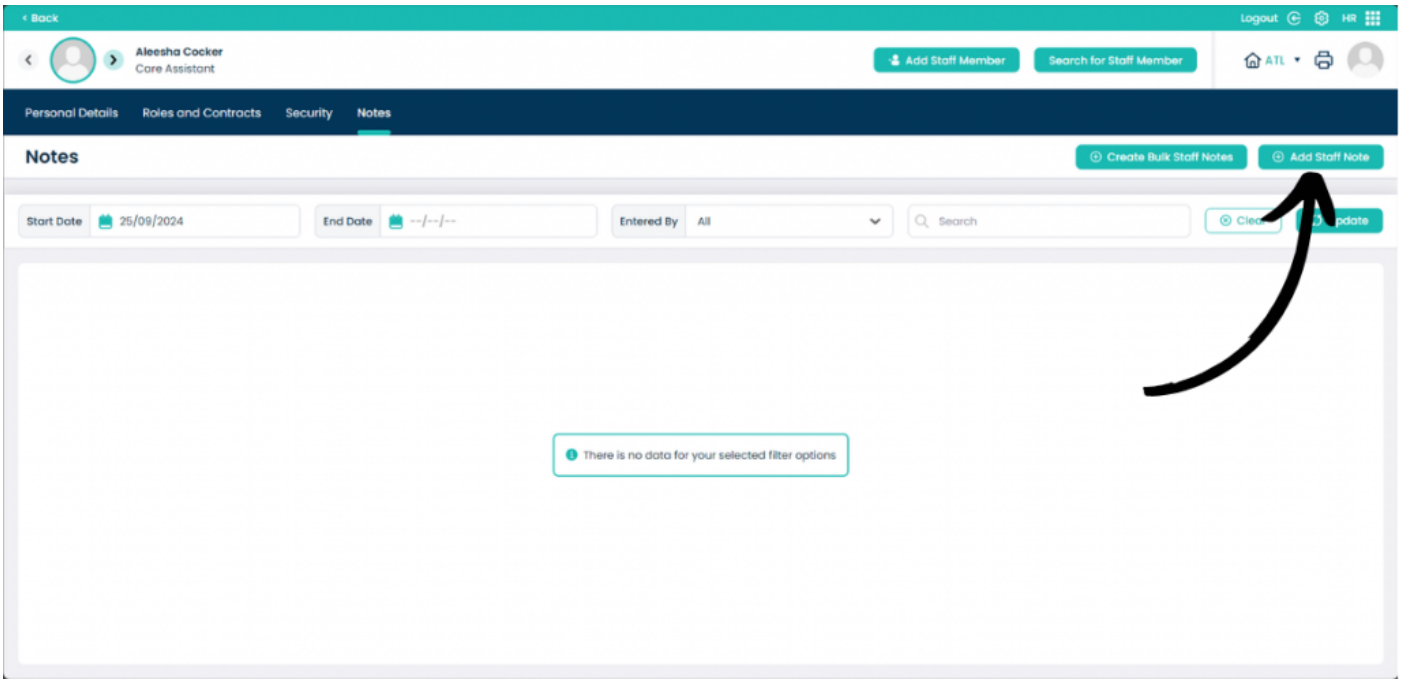
Step 2:

Now click **Notes.**



Step 3:

When on the **Notes** page, click **Add Staff Note.**



Step 4:

In the **text box** enter what the **staff note** is. Now click **Save** to process the staff note.

