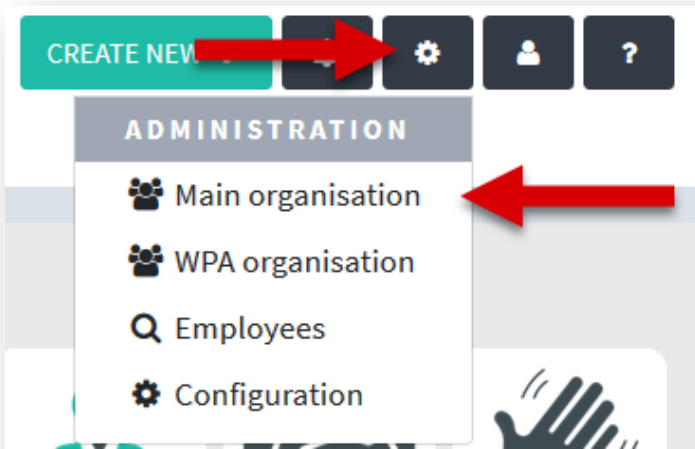


Note field – for each individual employee



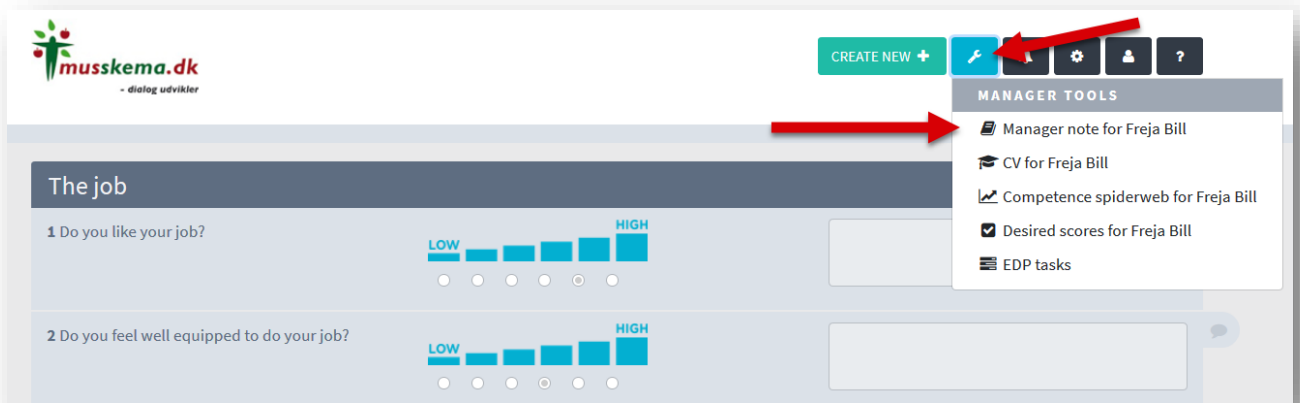
1. Select 'Main organisation' and then the team in which your employees are located.



2. Icon description:

1. **Manager notes for the individual employee.** Only visible to you as the manager and to no one else. If another employee has the same access to the team as you do (secretary, administrative worker or another manager) they can also use notes, but they can only access their own notes.
2. **Employee data** – here you can edit the user details of the employee
3. **Remove employee from team**

See next....



4. You can also access the note sheet and write in it when you are in an EDP questionnaire (red arrow)