

# A2010 - Account : New Notes

## Overview

Use Notes, our enhanced note-taking tool in Salesforce, to add important information to your records.

- Use only one note per topic if possible

## Step-By-Step

### STEP 1

1- In Tabs => Click on **"Accounts"**

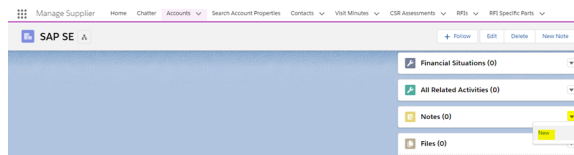
2- In View Menus => Select **"My Accounts"**

3- In ListViews => Click on **"Account"**  
e.g. SAP SE

blocked URL

### STEP 2

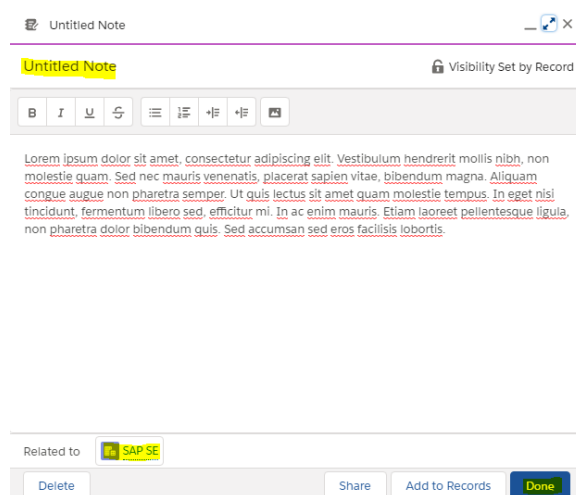
Scroll down to the **"Notes"** related list and click in the button **"New"**



### STEP 3

1- Replace the **"Untitled Note"** by a title  
Write the note in the free text zone.

2- Click on **"Done"**



## Related articles

- [A2011 - Account : Attached files](#)

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## Need help?

### How to ask for assistance?

Dear Salesforce Convergence user,

For any question or issue regarding Convergence, please :

- create a request in **Service One** with the following information:
  - I want to update data in Convergence [Maintain data ownership in CONVERGENCE](#)
  - I want to mass upload procurement data [Maintain procurement data in CONVERGENCE](#)
  - Process : Data & Analysis
  - PTP-Subprocess: Purchasing Tools Support
  - PTP-Category: Convergence

For account creation, please refer to [here](#).

Thank you very much,

*Convergence Team*