Creating a Remark in Archipad

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Available

- **Archipad Web**
- **Android** *(same steps as the Web version)*
- **iPhone and iPad**

Add Remarks to record information, decisions, or follow-up points on your site.

A Remark can be **linked to a Meeting or created independently**.

Adding a Remark

1. Open your Project in Archipad.
2. To link it to a Meeting, go to **Meetings**, select the relevant Meeting, then open **Remarks**. Otherwise, go directly to the **Remarks** menu in your Project.
3. Click on **+ Remark**.
4. Enter your Remark.

Display in Reports

Remarks are marked by a **blue dot** in the Report.

- **Without a Meeting:** the Remark can appear in the Report.
- **With a Meeting:** it appears when the Report is based on the relevant Meeting.