

Create a remark outside a visit or from a visit

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In Archipad, you can create remarks in two ways depending on your needs.

Remark outside a visit

You can create remarks independently of a visit, to record general remarks or points to address at any time.

How to do it:

1. Go directly to the **Remarks** menu without going through a visit
2. Click on **+ remark** to add your observation.

The creation date of the remark will automatically correspond to today's date.

Advantages:

- Flexibility to record general observations.
- Ideal for points to address outside a visit context.

Observation from a visit

A remark created from a visit is automatically linked to that visit.

How to do it:

1. Go to the **Visits** menu.
2. Select the desired visit
3. Click on the **Remarks** button
4. Click on **+ remark** to add your observation

The creation date of the remark will automatically correspond to the visit date

Advantages:

- The remark is linked to the visit.