Create a Remark outside a Meeting or from a Meeting

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Available

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

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

Remark outside a Meeting

You can create Remarks independently of a Meeting, to note general observations or action items at any time.

How to do it:

1. Go directly to the **Remarks** menu without going through a Meeting.
2. Click **+ Remark** to add your Remark.

The creation date of the Remark will automatically correspond to today’s date.

Benefits:

- Flexibility to record general observations.
- Ideal for action items outside the context of a Meeting.

Remark from a Meeting

A Remark created from a Meeting is automatically associated with that Meeting.

How to do it:

1. Go to the **Meetings** menu.
2. Select the desired Meeting.
3. Click the **Remarks** button.
4. Click **+ Remark** to add your Remark.

The creation date of the Remark will automatically correspond to the date of the Meeting.

Benefits:

- The Remark is linked to the Meeting.

How are Remarks identified in the Report?

Remarks are identified by a **blue dot**, depending on the Report generation mode:

- **Report generated from a Meeting:** only Remarks created during that Meeting are identified by a blue dot.
- **Report generated outside a Meeting:** Remarks are identified by a blue dot based on their creation date.