Organize and track your Remarks

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Available

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

Once you've created a Remark, you can categorize it, assign it to a Participant, and add Information to facilitate its tracking.

Modify Remark Information

1. Open your Project, then access the **Remarks** menu.
2. Select the Remark to complete.
3. Enter the desired Information in the details panel.

You can notably Modify:

- **Chapter and Subchapter**: to organize the Remark in the Report.
- **Assigned to**: to designate a responsible party.
- **Dates**: to set a Creation date and a deadline.
- **Status**: to track its Progress.
- **Style**: to adapt its presentation.
- **Task and Completed**: to identify and track an Action.
- **Photos**: to illustrate the Remark.

You can also Add a **Paragraph** to supplement its content.