

# MARIS

## Notes in Concierge

Leave a note on individual properties as you send them via concierge.

1. In the concierge approval screen for your client, click on the post-it note icon for the property you would like to leave a note on.



2. This will open a larger post-it to type the note.
3. Select Add Note when finished.
4. Checkmark the property
5. Approve it to send.
  - a. The client will be sent an email of the properties you selected including any with notes.
  - b. The client MUST activate or have an active One Home Account to see/read the note.
  - c. Notes will appear on the listing when selected and a full list can be seen within the bell at the top of the screen.

