



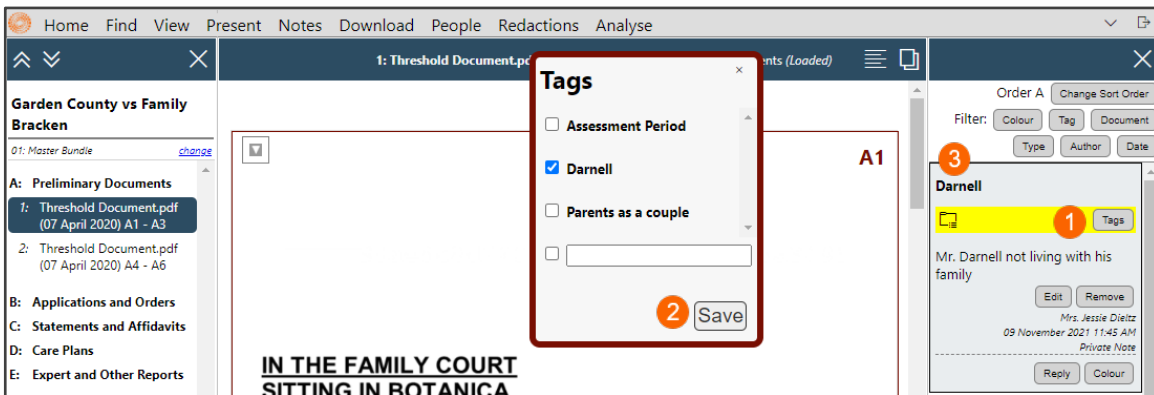
How to filter and order your notes

In the **Notes** pane, located on the right of the **Review Workspace**, you can filter and order your notes. Set up the order by position, date, or alphabetically. Filter your notes by tags, color, document, type, author, or date.

Create and Use Tags

Tags are a useful way of grouping notes together. Tags are private and will not be visible to other users.

1. To tag your note, select the **Tags** button on the top right of your note.
2. A pop-up will appear with a list of tags you have already created. You may select an existing tag or create a new tag by completing the field and selecting **Save**.
3. The tag will appear above the note.



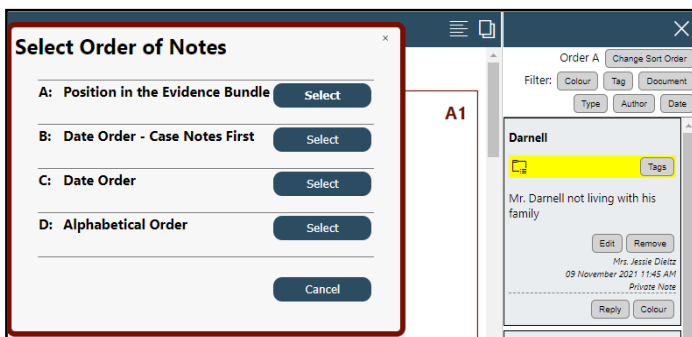
Filtering Notes

You can choose which notes are displayed in your Notes pane by using the note filters. The **Document** filter allows you to view notes attached to the document you are currently viewing. The **Type** filter allows you to choose between **Case Notes** or **Page Notes**. The **Date** filter allows you to select a date range.



Ordering Notes

By default, **Case Notes** appear above **Page Notes** in the **Notes** pane and are arranged by date – from newest to oldest. You can change how your notes are ordered using the note ordering options. Select **Change Sort Order**, and a pop-up will appear containing four ways to order notes.



A - Position in the Evidence Bundle: This is the default order.

B – Date Order Case Notes First: Arranges notes by the date.

C – Date Order: Arranges all notes by the date they were created, disregarding case or page level.

D – Alphabetical Order: Arranges all notes alphabetically according to the note's text, disregarding Case or Page level.