

myManta User Guide

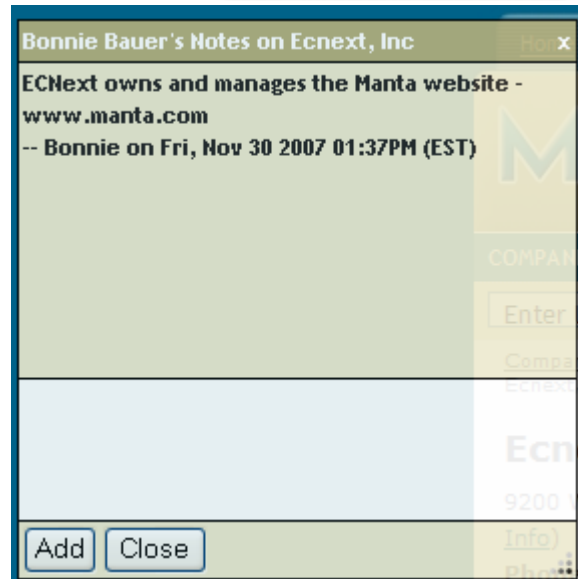
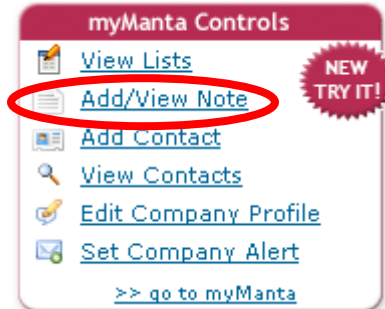
Add Notes

You can add private notes about a company directly into myManta.

On a company profile page, click "Add/View Note" in the myManta Controls panel. A form will open; enter information you want associated with this company in the area where it says "Enter note here..." Add your note, and then click "Add."

Each note is time- and date-stamped to make it easy to see a timeline of comments.

To view or make additions to stored notes, click on the "Add/View Note" link and all your notes are displayed.



Now that you've learned how to add a note, it's time to start managing information your way—with an easy-to-use, web-based tool that can be accessed from anywhere. Just sign in to the [myManta homepage](#) anytime.

Other myManta options:

[Create Lists](#)

[View and Manage Lists](#)

[Add Company Contacts](#)

[Create a Sales Pipeline](#)

[Share a List](#)

[Click here](#) to view the entire myManta User Guide.

We built myManta using your suggestions, so if you have concerns about the site or questions not addressed in this tutorial, please [send us an email](#) or access the Manta.com [FAQ](#).