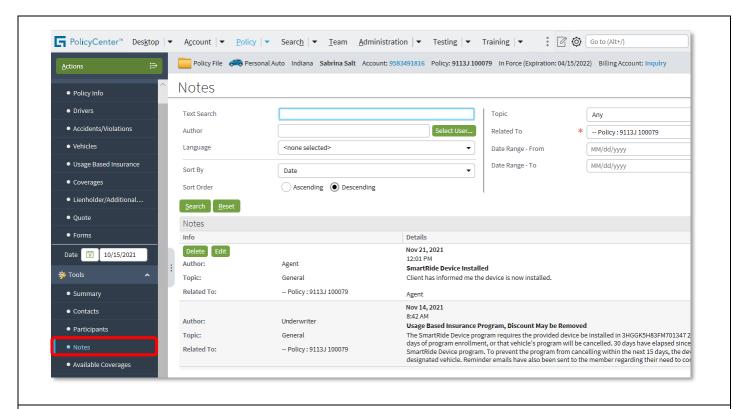# Access, Search, Edit, and Delete Notes in PolicyCenter

Description:
Use this job aid to access, search, edit, and delete Notes in PolicyCenter. You will need access to PolicyCenter to open a policy.

To access from any screen, click the **Notes** link in the *Tools* section.

To **Search**:
- The top half of the screen displays search criteria. Use the search criteria to filter the note results.
- The bottom half of the screen displays any notes created in PolicyCenter (if any).

To **Edit** an existing note:
1. Click the **Edit** button.
2. Make the necessary changes.
3. Click the **Update** button.

Note: Users may only edit notes they have added to a policy. Typically, a user edits a note for additional clarification. Notes entered by other users can be viewed, but not edited.

To **Delete** an existing note:
- Click the **Delete** button.

Note: Users may only edit notes they have added to a policy. Typically, a user deletes a note when it is no longer relevant / needed. Notes entered by other users can be viewed, but not deleted.
Warning: When deleting a note, you do NOT receive a confirmation pop-up note. The original note **CANNOT** be retrieved.