

PayBiz – Background Notes

20/03/2024

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Background Notes

Paybiz main menu > Tools > Background Notes

Background Notes allow messages, notes and reminders to show on the Paybiz background.

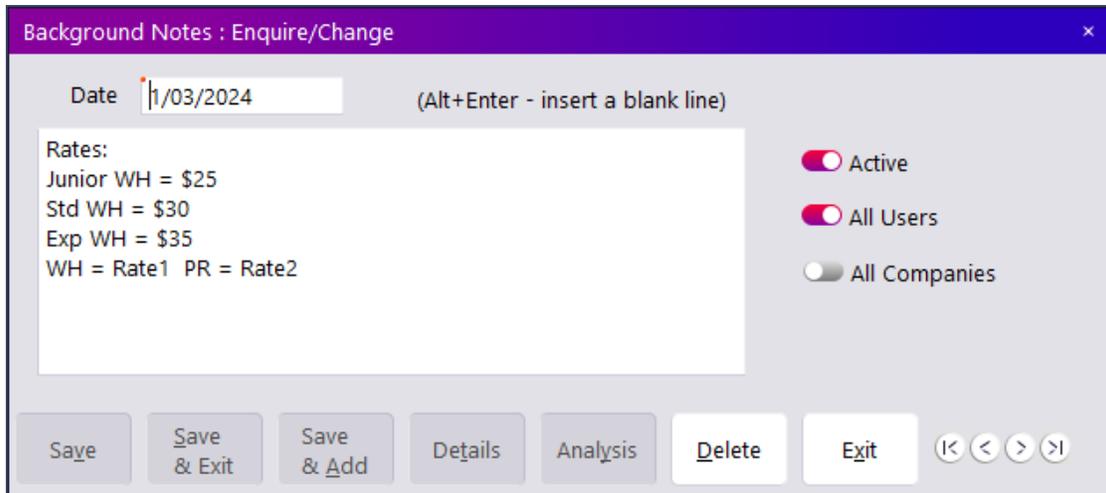


Figure 1: Background Notes entry

Field	Description
Date	Enter the date. Double click or F8 for a calendar to pick from. <ul style="list-style-type: none"> When there are multiple active notes, they will display in date order. Notes will only show on or after the date entered.
Notes field	Free text area to type notes.
Active	Must be ON to show.
All Users	Set for the note to show for all users. Leave un-set for a personal that will show for your user id only.
All companies	Set to show the note in all companies.

Notes display on the Livestock Office background, at the bottom right of the application:

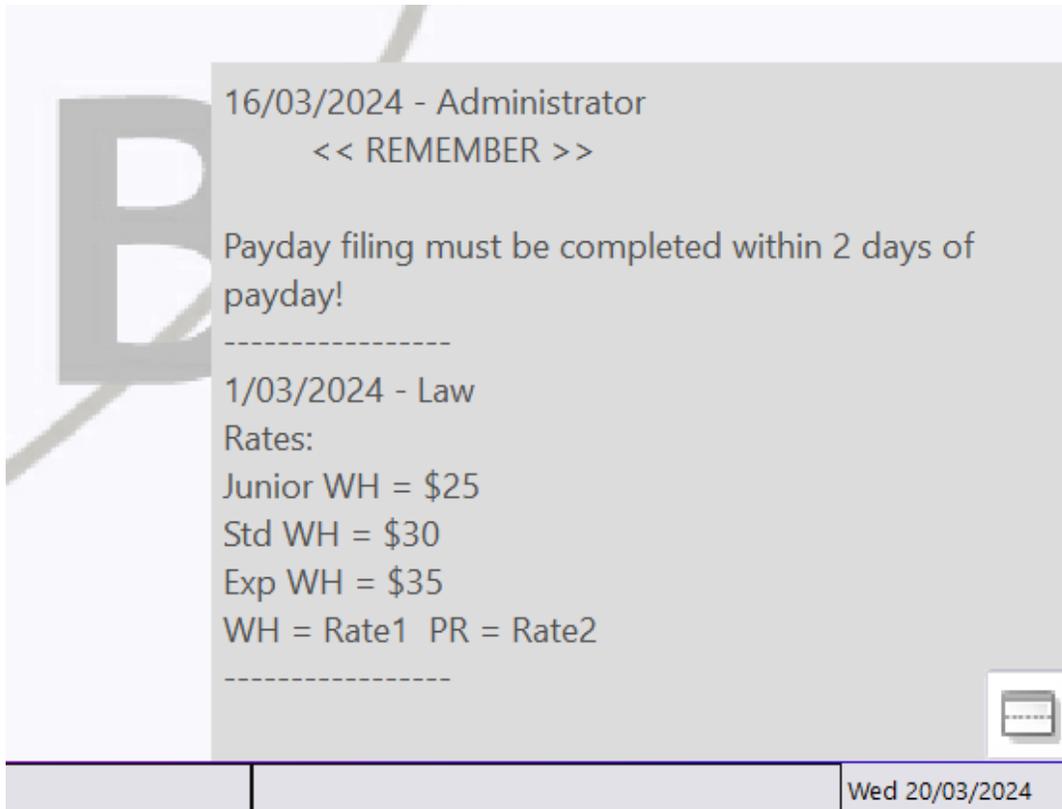


Figure 2: Background Notes display