

# Create an HR Essentials Note in Reports Dashboard

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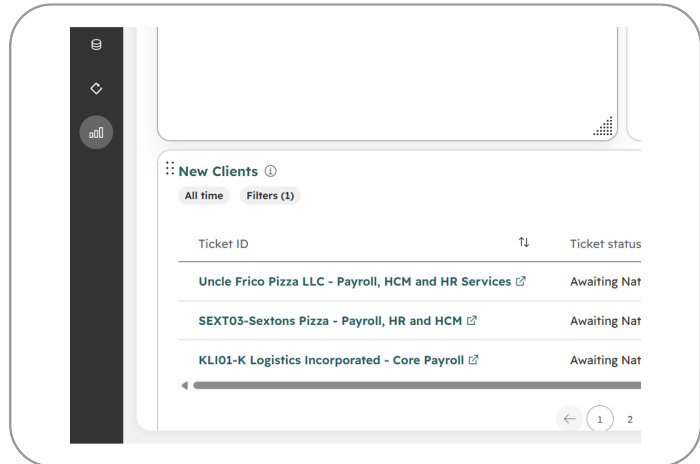
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## Reports dashboard

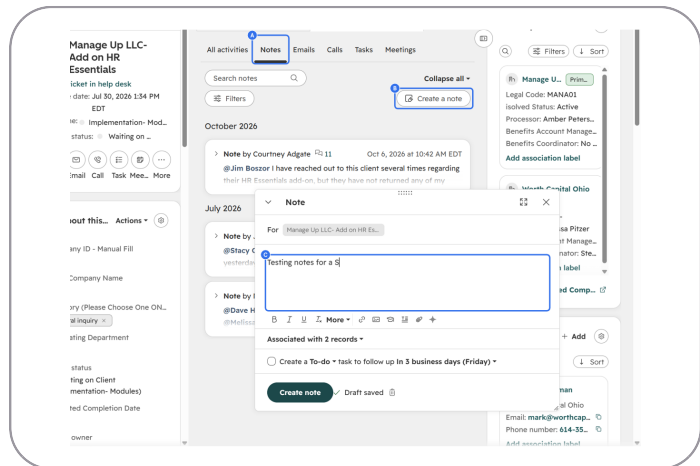
1

Click on the Hubspot ticket you need to add Notes to



2

A. Click on Notes tab  
B. Click on Create a note  
C. Type your note within the body



3

Click on Create note to save it within the ticket

