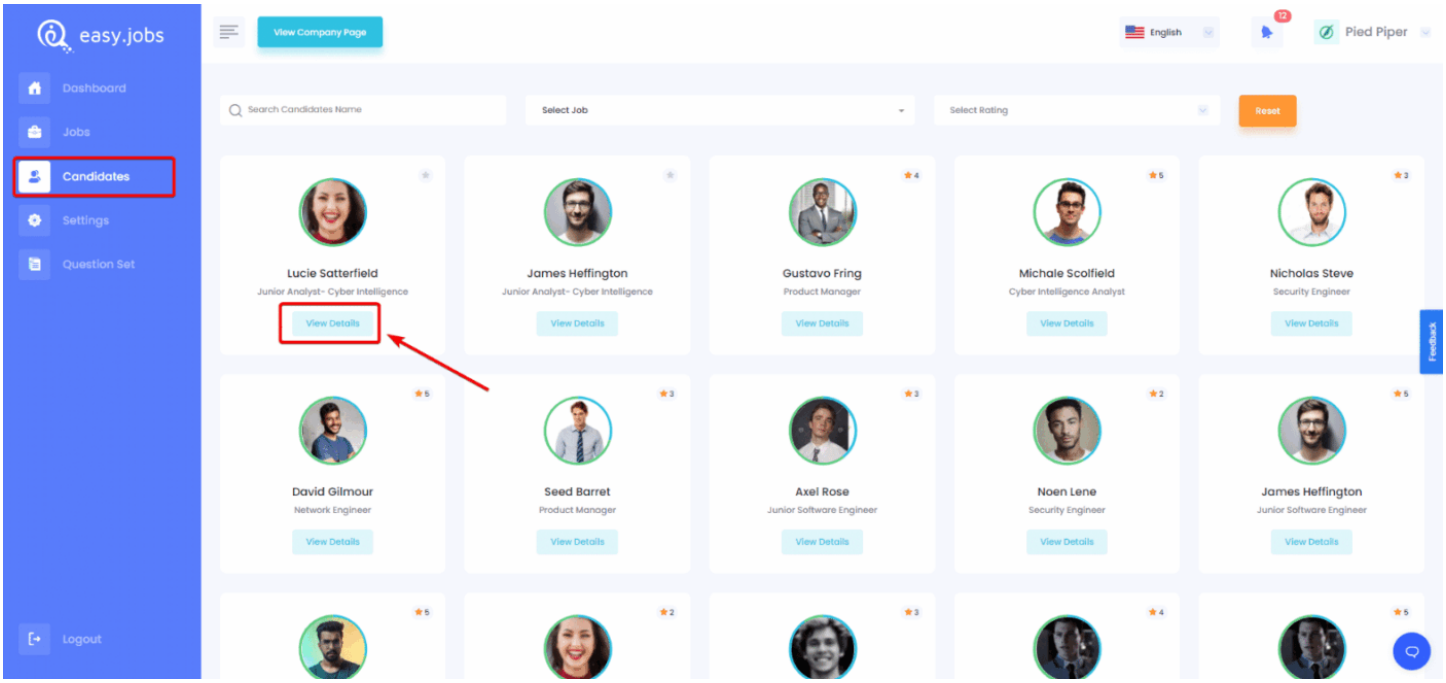
# How To Save Notes As Draft In Easy.Jobs?

Team Setup · https://easy.jobs/docs/how-to-save-notes-as-draft/

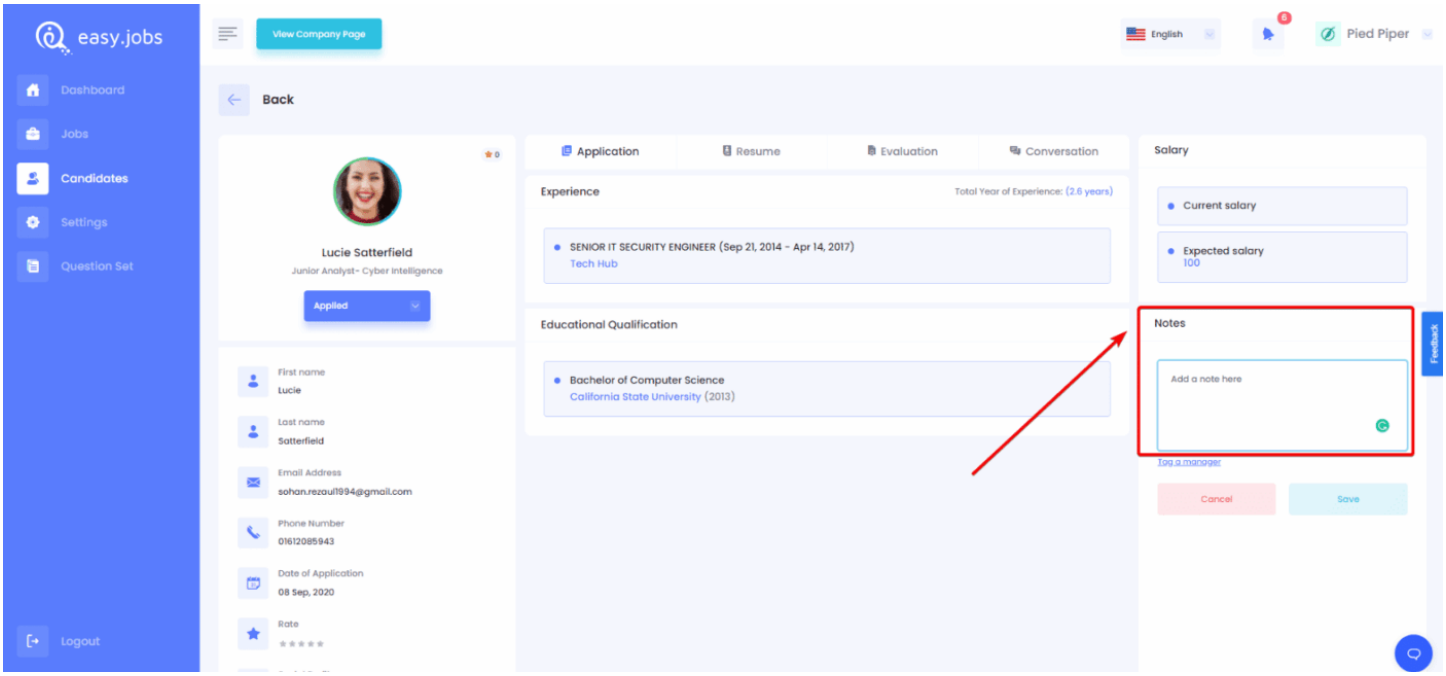
**Easy.Jobs** lets you save notes about a candidate as draft so that you can add comments about the candidate, and make changes at a later time. Check out these guidelines below to learn how to **save notes as draft in Easy.Jobs**.

## Step 1: Manage Candidate Details In Easy.Jobs

Log in to your Easy.Jobs account and navigate to '**Candidates'** from your dashboard**.** Click on the **'View Details'** option for the candidate you want to save notes about.

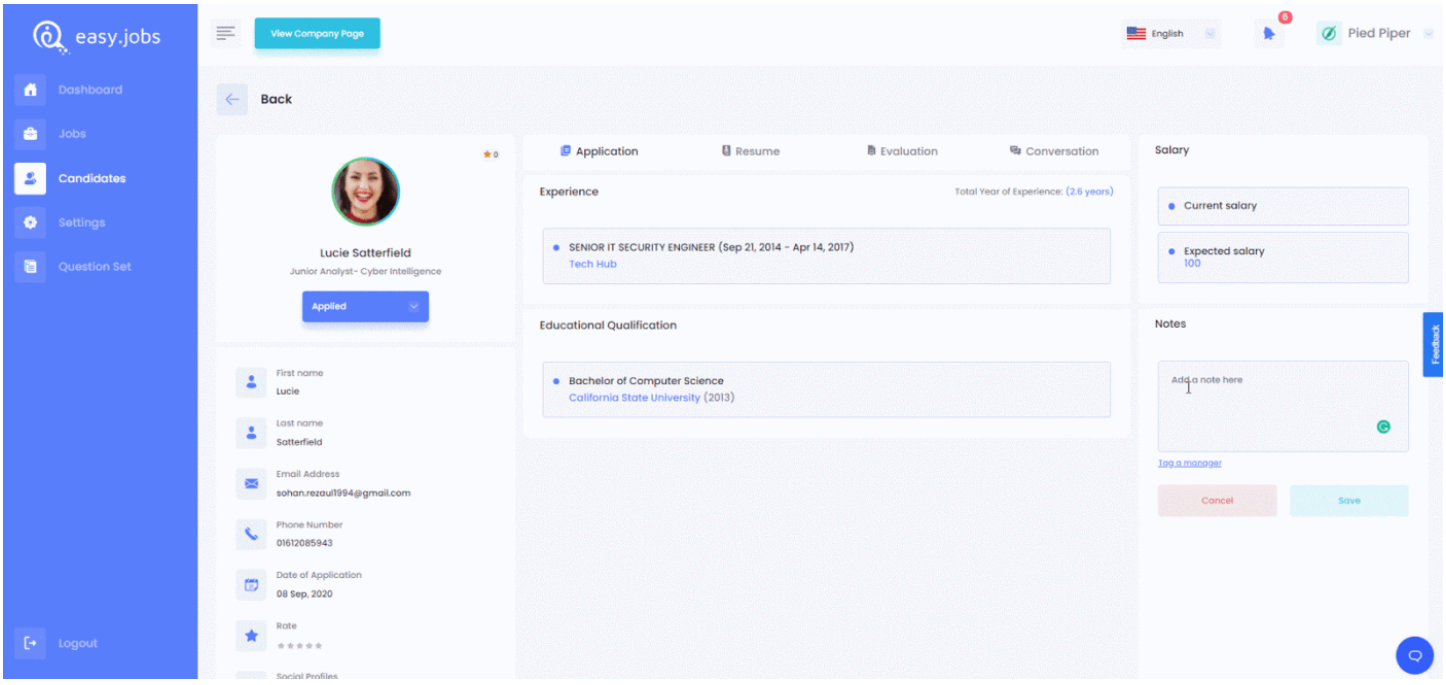


It will take you to this page from where you're able to see a' **Notes Box'**. From here you are able to write notes about this particular candidate.




## Step 2: Save Your Notes As Draft

If you write something inside the text box under the **'Notes'** section and leave the page, your notes will be automatically saved.




This is how you will be able to **save notes as draft in Easy.Jobs**.

If you need any help, feel free to **contact us** or join our **Facebook Community** to get connected with us.