Notes Column

Notes column allows you to add arbitrary text to items in a structure, without having to create custom fields in JIRA.

The typical use case for Notes column is storing some additional information about the item's status and use it in a report.

≣ Portfolio Overview with Automation ▾

Key	TP	Summary	Status	Notes
TP-124	📍↟	▾ 📍 Site preparations	OPEN	
SP-4	⚡↑	▾ ⚡ Flatten building site - Our theme park ne	OPEN	Bob's team
SP-2	📗🚫	📗 Bulldoze French Alps - Someone p	OPEN	
SP-3	📗↡	📗 Remove waste rock and soil - After	IN PROGRESS	still need a confirmation
SP-6	📗↡	📗 Build access road - We need an eig	IN PROGRESS	the attachments need improvement
SP-11	⚡↟	▾ ⚡ Build access and protection	OPEN	
SP-9	📗↟	▸ 📗 Build a transparent dome over the th	IN PROGRESS	is it necessary?
SP-15	📗↟	▸ 📗 Install entrance checkpoints	OPEN	
SP-8	📗↟	▸ 📗 Dig escape tunnels for staff - We n	OPEN	should be closed. see the report
SP-6	📗↡	📗 Build access road - We need an eight-la	IN PROGRESS	the attachments need improvement
SP-10	⚡↟	▸ ⚡ Move stuff to another place	OPEN	consider teleportation
TP-31	📍↟	▾ 📍 Marketing + PR activities	OPEN	
MKT-4	⚡↟	▸ ⚡ 'Theme Park is Safe' campaign - We nee	TO DO	check who has the same slogan
TP-8	📍↡	▾ 📍 Rides + attractions	OPEN	pitch new ideas to Mark please

The values in the Notes columns are **per-structure, per-item**. This means that:

- Text entered as Notes for some issue in one structure will not be seen for that issue in another structure. You may have different notes for the same issue in different structures.
- If an item occurs several times in a structure, they will have the same value in the Notes column, similar to the issue's fields.

Permissions

> ✅ The user might have permissions to edit notes even if he or she does not have permissions to edit the issue.

The data stored in the Notes column is considered to be a property of the selected structure. That has the following effect on the permissions.

Who can view notes?

To be able to see the notes, the user needs to have:

- View access to the structure that stores the notes.
- View access to the item (issue, project, etc.)

Who can edit notes?

To be able to edit the notes, the user needs to have:

- Edit access to the structure that stores the notes.
- View access to the item (issue, project, etc.)

> ✅ Note that this allows you to create your own structure and leave notes for some issues that you can't edit.