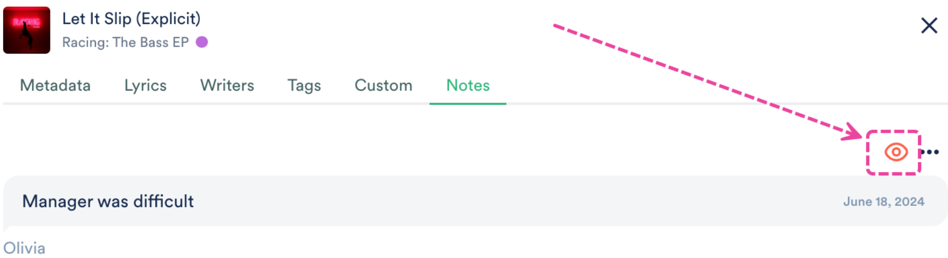
Adding Internal and Client Notes to Tracks

Last Modified on 11/27/2024 3:36 pm PST

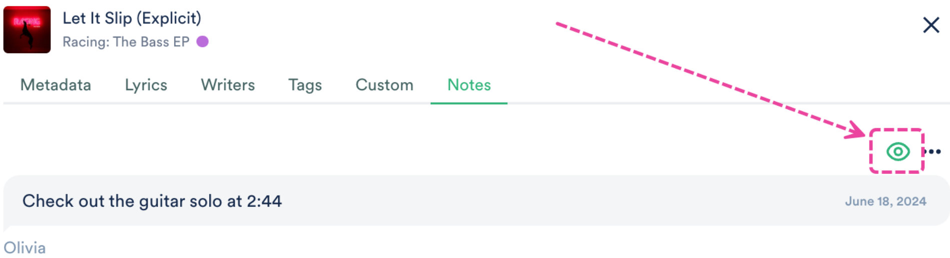
When editing metadata in DISCO, you can add two types of notes: **Internal Notes** and **Client Notes.**

At a glance

Internal Notes have a red eye icon and can *only* be seen by users with access to your DISCO. These are great for communicating sensitive or important information for your colleagues that *shouldn't* be visible to clients.

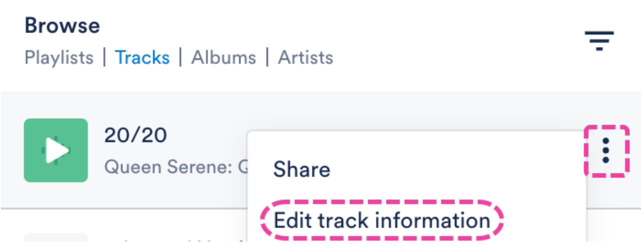


Client Notes have a green eye icon and *can* be seen by clients and end users. They also appear on public download pages. These are designed for information you *want* people to notice, such as a key point in the track or copyright information.

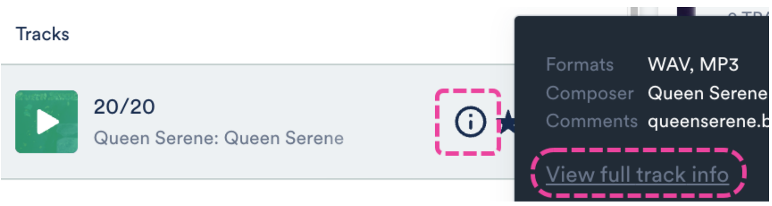


Adding Notes

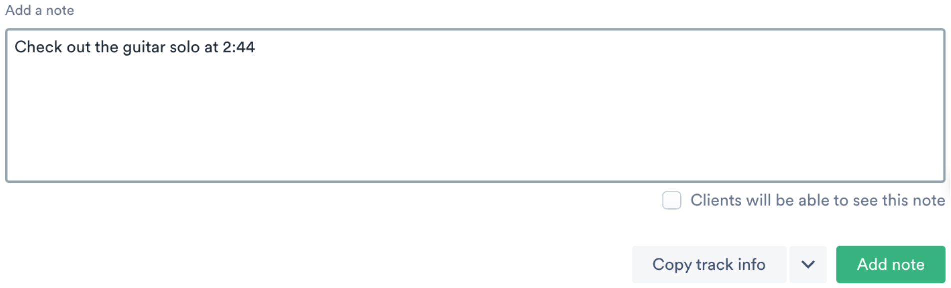
1. Open the **Track menu (⋮)** for the desired track and select **Edit track information**.



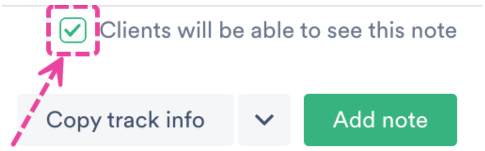
Alternatively, you can hover over the **'i'** icon on the Track, and select **View full track info**.



2. From the **Notes** tab, type a note in the **Add a note** box.



3. By default, all notes are **internal**. To make a note viewable to the client, tick the **Clients will be able to see this note** box.

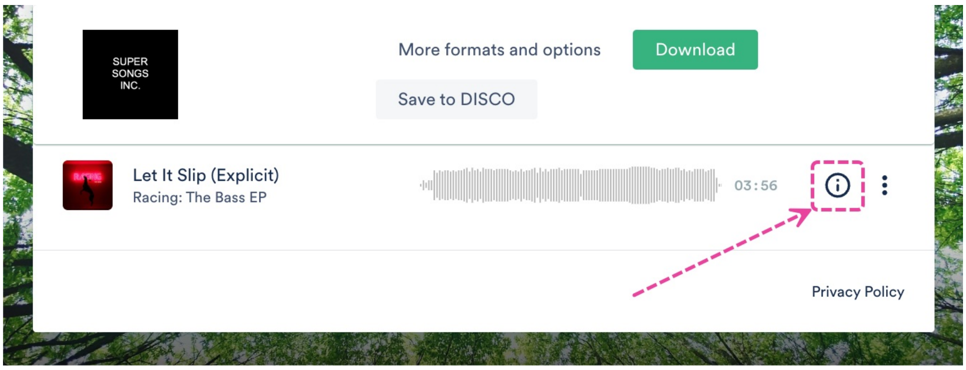


4. Click the **Add note** button.

Viewing Client Notes

From Playlist share pages:

Click the **'i'** icon to the right of a Track.



From Track share pages:

You don't have to do anything, they will just be visible on the page under the Track.

Frequently asked questions

- **Are Notes searchable within my DISCO?**

  Yes! All notes, both Internal and Client, are searchable in DISCO.