Adding Internal and Client Notes to Tracks

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Overview

Notes let your team leave comments on any track, whether that's a reminder for colleagues, a clearance detail a client needs to see, or a quick discussion about a specific moment in a recording. Every note is one of two types:

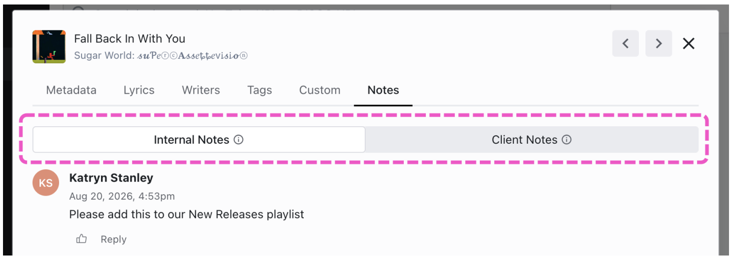
Internal Notes are visible only to people on your team who have access to your DISCO. Use these for anything you don't want clients to see: pitch strategy, internal reminders, questions for a colleague, or notes you're still working out. Internal Notes support replies and reactions, so your team can have a threaded conversation right on the track.

Client Notes are visible to your clients and to anyone viewing the track on a share page. Use these to highlight information you want the client to see directly, such as copyright and clearance details, sync restrictions, or context about the recording.

Where to find Notes

1. Open the track's menu (the three dots) and choose **Edit track information**, or hover over the track's info icon and choose **View full track info**.
2. In the track info panel, select the **Notes** tab.

You'll see a toggle at the top of the panel to switch between **Internal Notes** and **Client Notes**. The toggle controls both which notes you're viewing and which type of note you're about to add, so make sure you're on the right tab before you start typing.

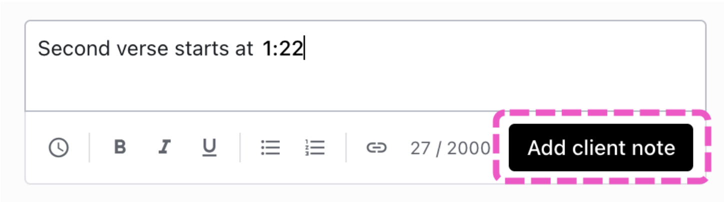


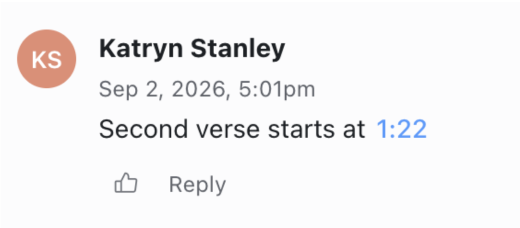
Adding a Note

1. From the Notes tab, select **Internal Notes** or **Client Notes** depending on who you want to see the note.
2. Type your note in the box at the bottom of the panel. You can format text using the toolbar: **bold**, *italic*, underline, bulleted lists, numbered lists, and links.
3. To reference a specific moment in the track, click the timestamp icon in the toolbar. This inserts the track's current playback position (for example, `1:24`) as a clickable link. Anyone reading the note can click that timestamp to jump playback to that exact point.
4. Click **Add internal note** or **Add client note** (the button label matches the tab you're on) to

post it.

Notes have a 2,000 character limit. A character counter appears as you approach the limit.



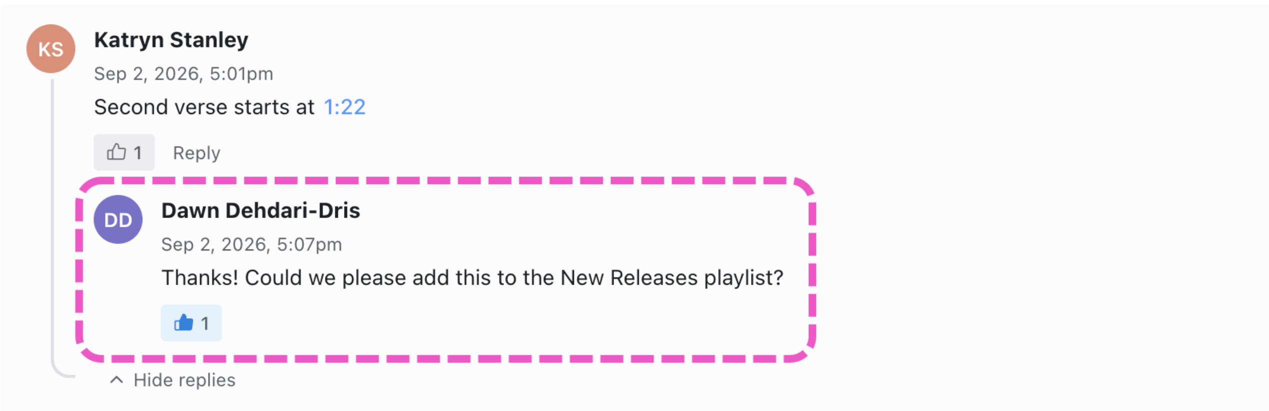


Adding Notes

Internal Notes support lightweight team discussion:

- **Replies**: Click **Reply** under any Internal Note to respond in a thread. Replies are nested one level deep, so you can't reply to a reply, but everyone can see the full back-and-forth under the original note.
- **Reactions**: Click the thumbs-up icon under a note to like it. Hover over the count to see who's liked it. Click it again to remove your reaction.

Client Notes don't support replies, reactions, or mentions, since they're written to be read by people outside your team rather than discussed internally.



What clients see

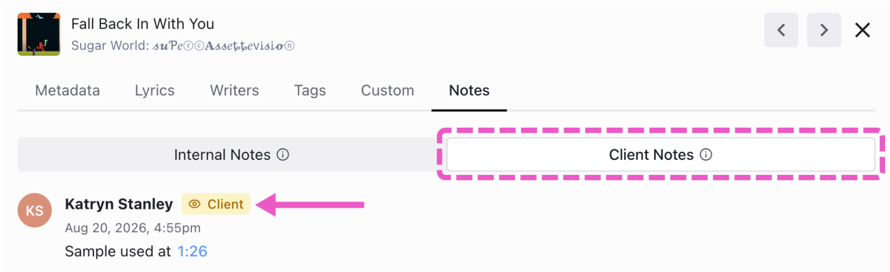
When a note is added as a Client Note, it appears with a small "Client" badge and eye icon next to the author's name, so your team can tell at a glance which notes are visible externally.

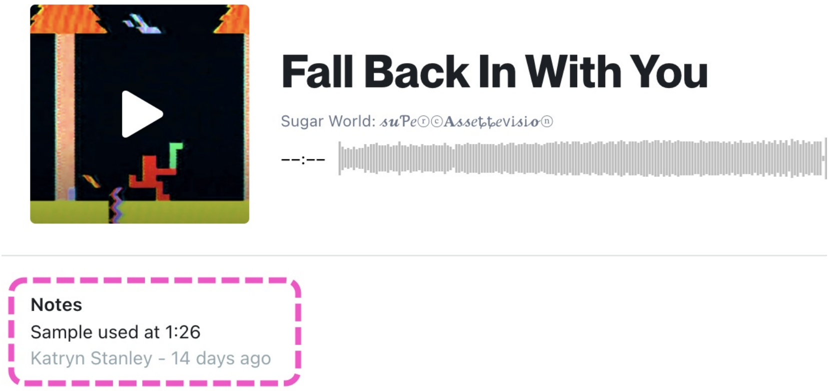
Clients and anyone with a link to a shared playlist or track can see Client Notes in two places:

- **Shared playlist pages**: click the info icon next to any track to see its Client Notes.

- **Individual track share and download pages**: Client Notes appear automatically beneath the track's details.

Clients never see Internal Notes, replies, or reactions under any circumstances.



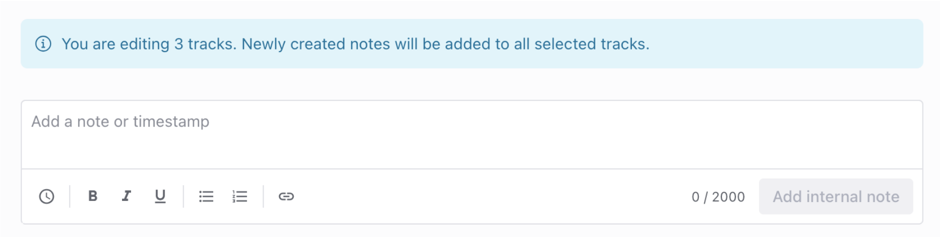


Editing and deleting Notes

- To edit a note, open its ··· menu and choose **Edit**. Edited notes are marked **(Edited)** and show who last modified them.
- To delete a note, open its ··· menu and choose **Delete**. If the note has replies, deleting it deletes the entire thread. You'll be asked to confirm, since this can't be undone.
- Anyone on your team with access to the track can edit or delete a note, not just the person who originally wrote it, so use Internal Notes for anything sensitive to your own workflow.

Adding Notes to multiple tracks at once

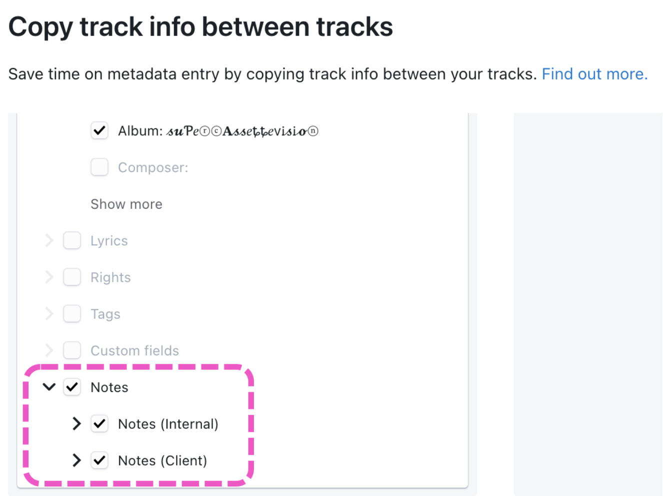
When you're bulk-editing several tracks together, the Notes tab works the same way, but any note you write is added to every selected track at once. This is a quick way to leave the same Internal or Client Note across a batch of tracks, for example flagging a group of recordings that all share the same clearance status.



Copying Notes between tracks

When using **Copy Metadata** to copy information from one track to another, you can choose to bring specific notes along too. The Notes section of the copy flow lists each Internal and Client Note (and its replies) on the source track so you can pick exactly which ones to copy, rather than copying all of them by default.

If you merge duplicate tracks, their notes are combined automatically onto the surviving track, with any duplicate note text skipped so you don't end up with repeats.



Searching Notes

Client Notes and Internal Notes are both indexed by DISCO's search, so you can find a track by the content of a note. In the search filters, look for the Note and Client Note fields to search within a specific note type.

FAQ

Are notes searchable within DISCO?

Yes. Both Internal and Client Notes are searchable, and you can filter by note type in search.

Can a client reply to a Client Note?

No. Clients can only read Client Notes; they can't reply, react, or edit them.

Can I change a note from Internal to Client after I've posted it?

Not directly. Editing a note only changes its text, not its visibility. If you posted a note under the wrong tab, delete it and re-add it from the correct tab.