

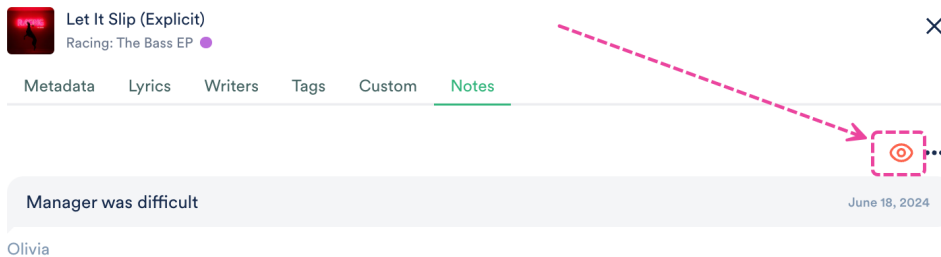
Adding Internal and Client Notes to Tracks

Last Modified on 06/15/2026 1:03 pm PDT

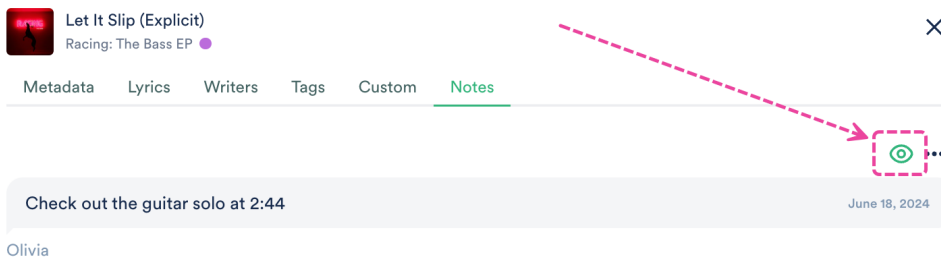
When editing metadata in DISCO, you can add two types of notes: **Internal Notes** and **Client Notes**.

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.

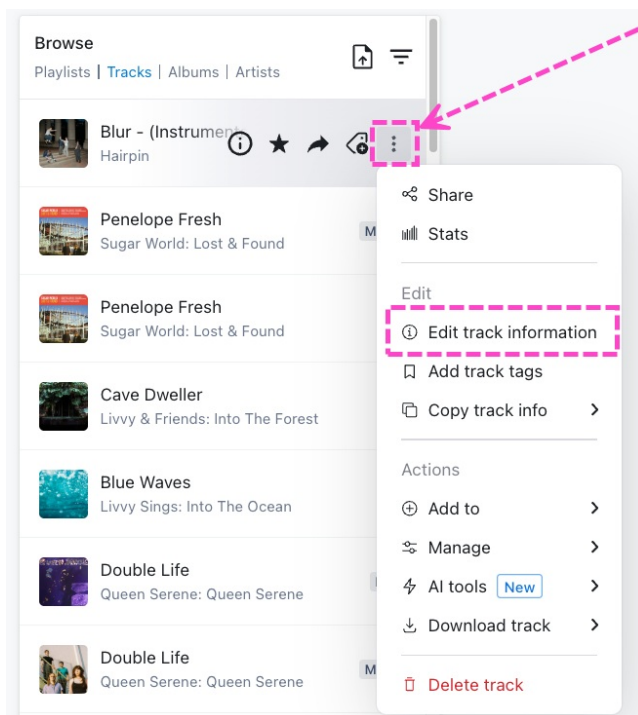


Client Notes have a **green** eye icon and *can* be seen by clients and end users. They also appear on public download pages. These are designed for information you *want* people to notice, such as a key point in the track or copyright information.

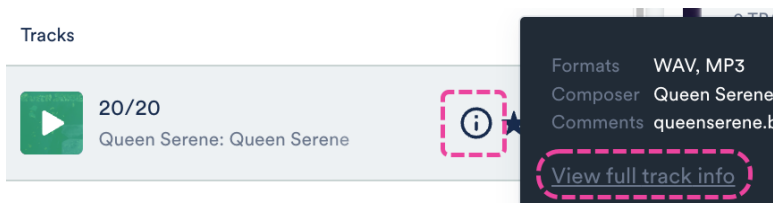


Adding Notes

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**.



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

Add a note

Check out the guitar solo at 2:44

☐ Clients will be able to see this note

Copy track info
▼
Add note

- 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.

☒

Clients will be able to see this note

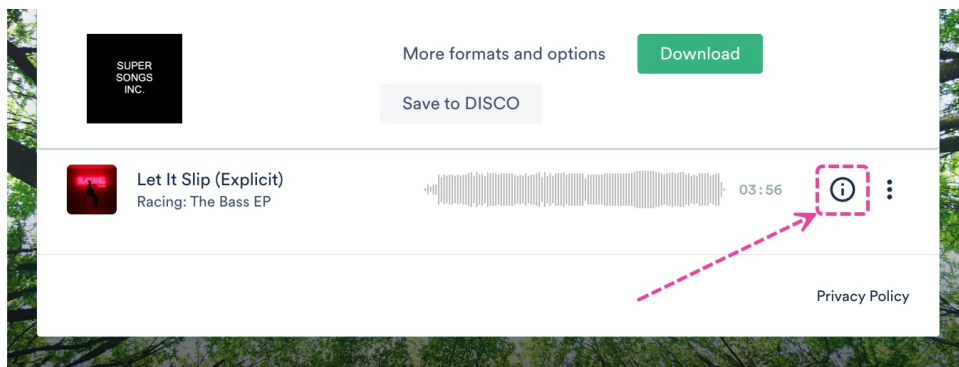
Copy track info
▼
Add note

- 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.