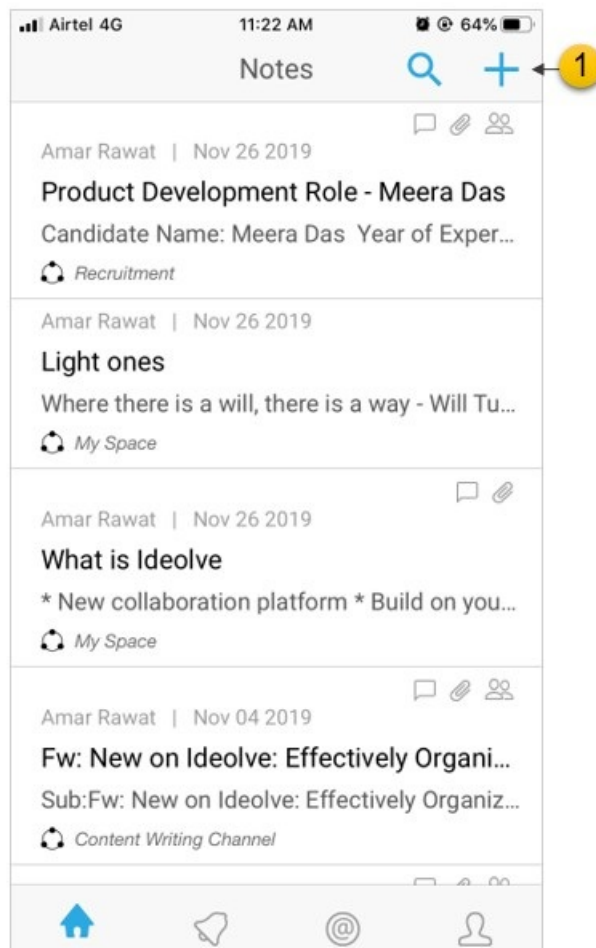# How to add notes in Ideolve on the mobile app

1. Tap on the **+** icon at the bottom right corner of the list view

2. Enter the **title**
3. Enter the **note contents**
4. To attach a document tap on the **attachment** icon on the tool bar. Select a document source for the list.
5. Tap the **share** icon to share the note with others.
6. Tap the **delete** icon to discard the note.
7. Tap the **options** menu to access option to view associated users and to share note using other apps.
8. Using the left arrow button on the top bar will automatically save the note to your device.
9. If your device is online, the note contents will be automatically synced with the web client.
10. To force a sync, pull down from the top of the list view.