Using Autonotes or Macro Note

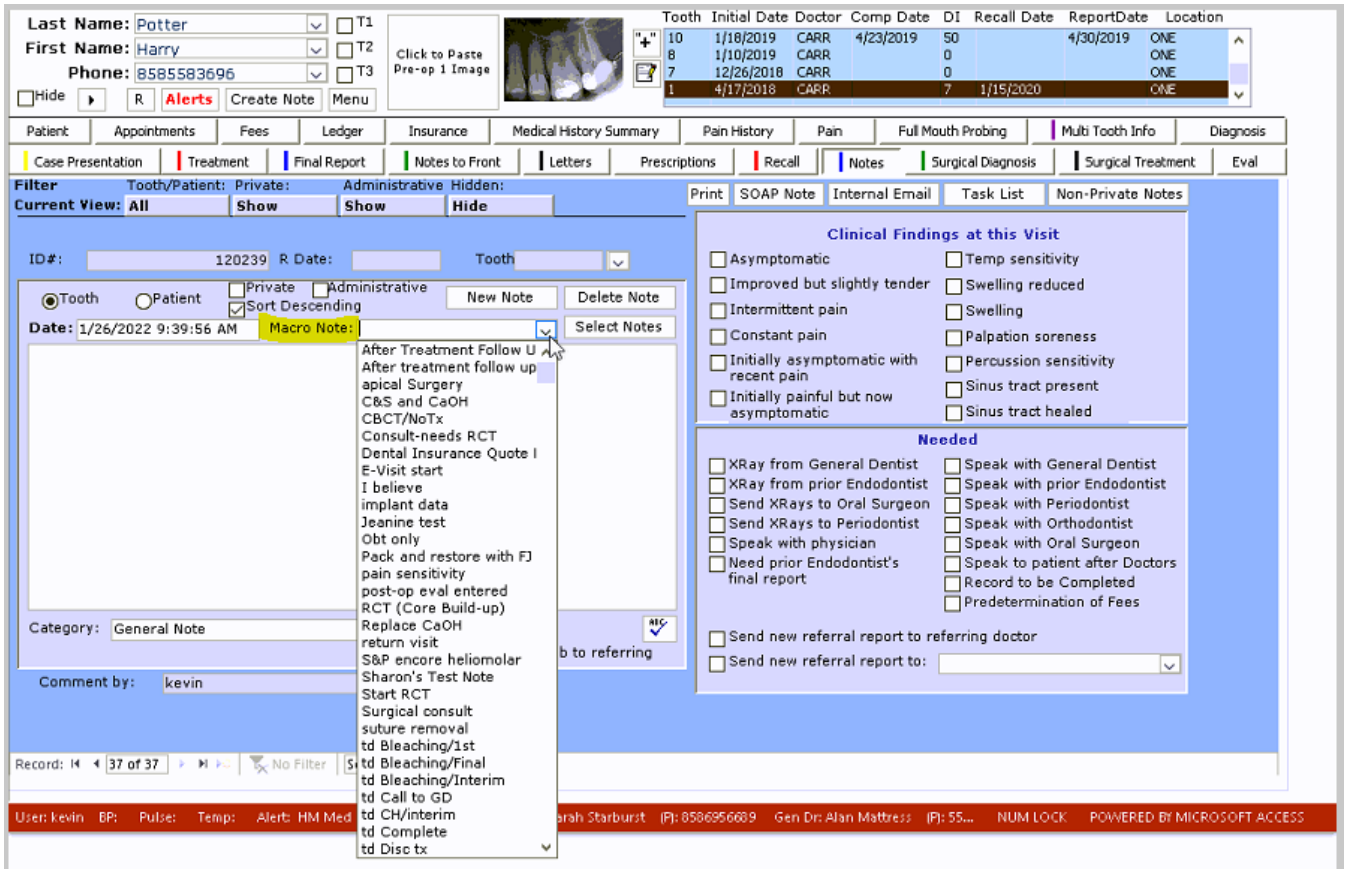
426 TDO KB February 23, 2026 New User resources 6.10K

Overview

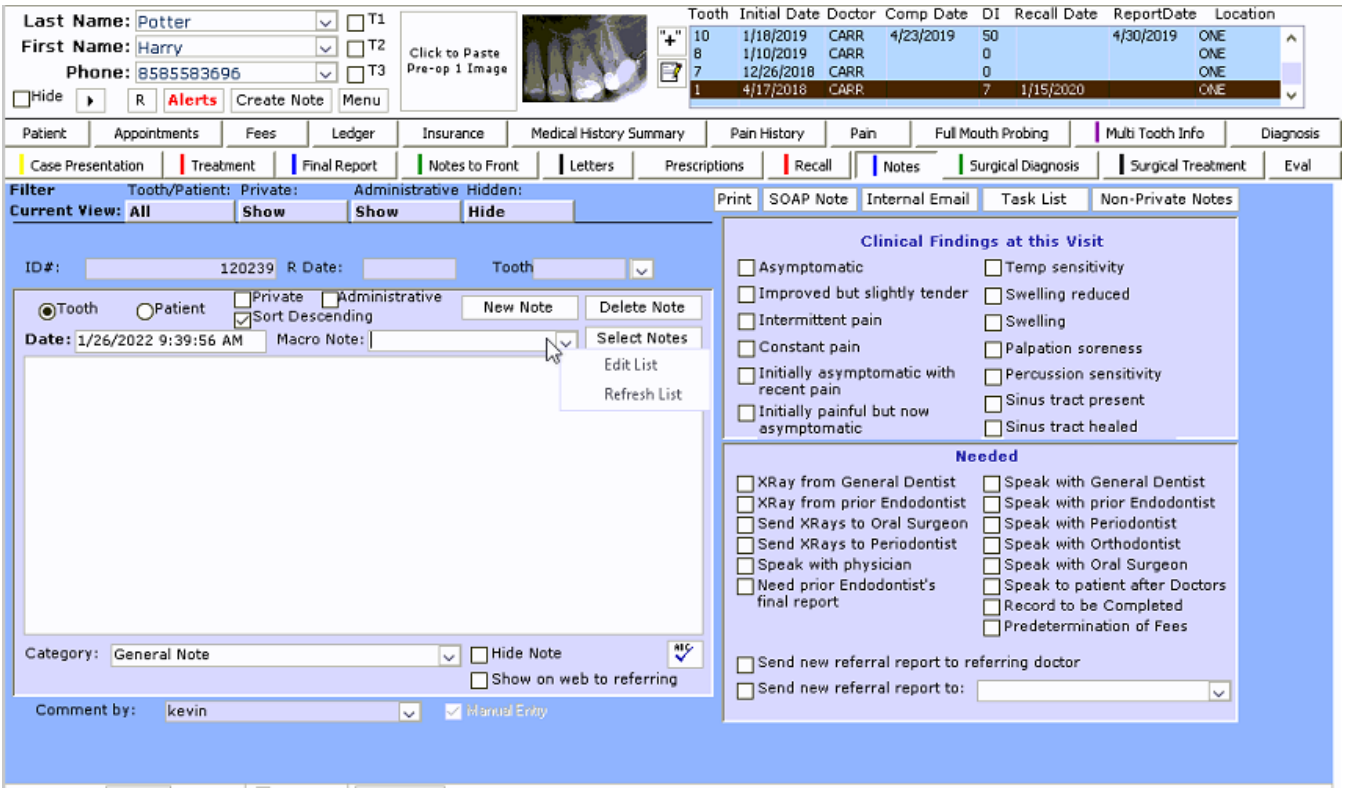
TDO allows for Notes that are commonly entered to auto-populate.

Detailed Instructions

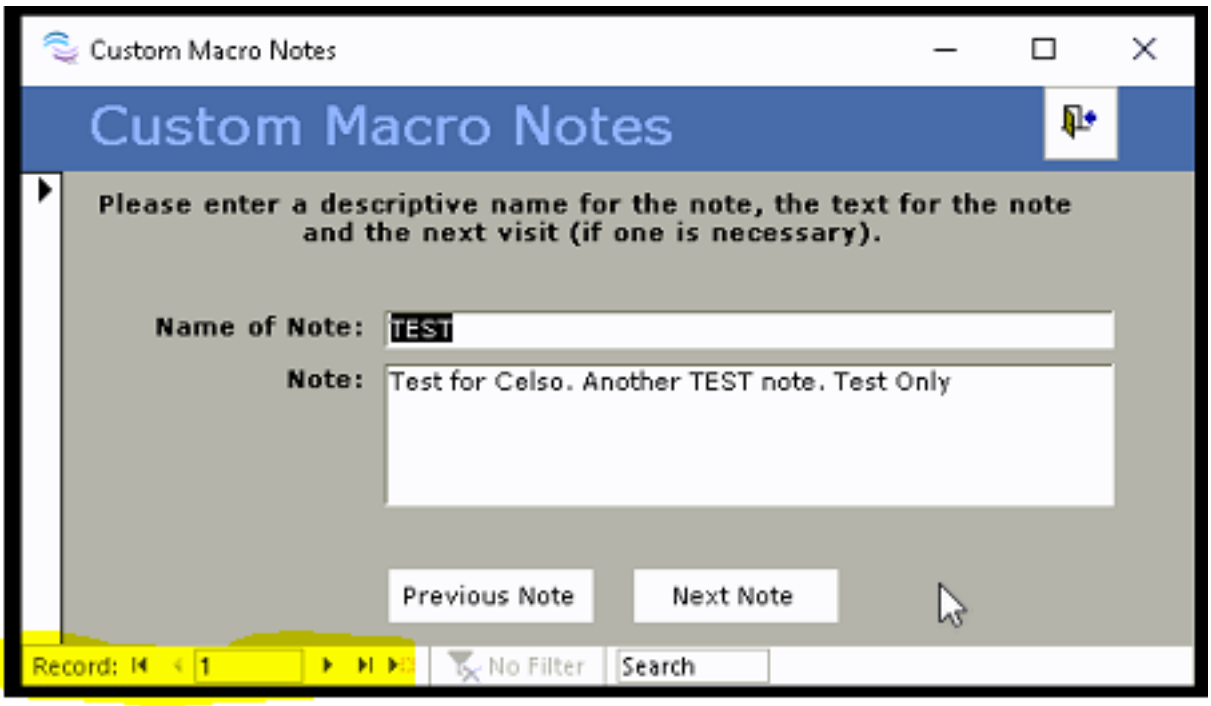
To accomplish this task, go to the notes tab and select a note that is needed to populate under the drop-down of "Macro Note."



To create or edit your macro notes "Right Click" on the drop-down menu and select Edit list this will allow for creation and adjustments of current notes



You can shuffle through the records with "Next Note" or "Previous Note" or click the arrow with the sun to create a new macro note. Here is where you can also adjust the note text that will populate on the notes page if selected



To delete a macro note, click and highlight the bar on the far right, and press the "delete" key on your keyboard

Reference

For further information relating to Macro Notes, please check out this Video demo on an older version of TDO

Online URL: https://kb.tdo4endo.com/article.php?id=426