Roy Kollmann Software

Notes
Quick Start Guide

> **Notes** is your hub for object notes, simple tasks and team-communication in Unity
>
> ***Create Notes, discuss your scene and more***

Open the Notes Window

To open the Notes Window navigate to **Windows → Kollmann Software → Editor Tools** and click on **Notes** (In your top-bar)

Creating Categories

First you will have to create some categories. In the Notes window click on the **Categories** tab and press on **+ Add New Category**, assing a **Name** and **Color** and Confirm with a click on **Save**. (For example: „Idea" – White, „Bug" – Red, „Change Request" – Blue, etc.)

In this tab you can also change and delete the created categories.

Creating Notes

In the Notes window click on the **Notes** tab and press on **+ Add New Note**.

Ideally the **Creator** field will be automatically filled for you – if not: this is where your **Name** goes.

In the Category dropdown you can select whichever category this note should be assigned in.

In the big text-field you can enter your description/actual Text. Whatever your note is supposed to say.

Lastly you can choose if you want to save the **state of the scene camera** and the **selected object**.

Filtering your Notes

There are multiple ways which you can filter your notes with.

- **Visibility**: Should all Notes be shown, or only the ones that regard to the selected objects?
- **Show**: Should all Notes be shown, or only Open or Resolved ones?
- **Category**: Should all Notes be shown, or only ones in a specific category?

You can also search your notes using the search bar on top. This will only show Notes that contain the searched phrase in the first post.

Interacting with Notes

There are multiple ways in which you can interact with your notes.

- **Restore scene camera**: A click on the button with the eye icon on it will restore the scene camera if it was saved.
- **Resolve/Reopen**: A click on the button with the checkmark icon will resolve a note. A click on the button with the backwards arrow will then reopen it. Resolved notes cannot be replied to.
- **Delete**: A click on the button with the X-icon will delete a note.
- **Reply**: If you want to reply to a note simply click the Reply button and fill in your name and your reply text. If you want to also save your selected object or scene camera, you can also do that here.