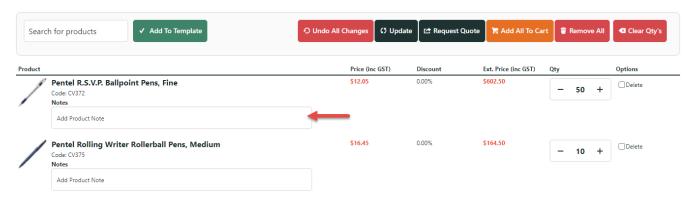# Order Line Notes

Administrators can allow the user to enter order line notes during checkout or in an order template. A line note may be helpful, for instance, to make sure things ordered get to the right people, e.g., 'pens to Jane S in HR'.
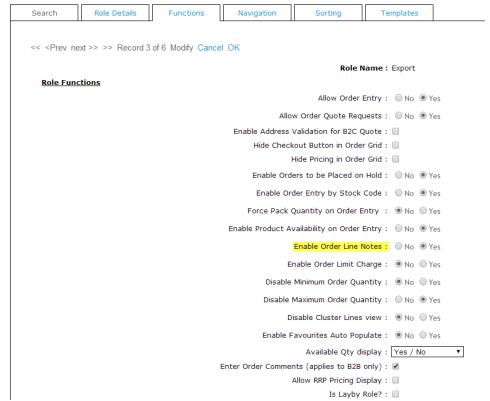
This function is enabled at the Role level.

Step-by-step guide

To configure Order Line Notes:

1. In the CMS, go to **Users Role Maintenance** *(/zRoles.aspx)*.

2. Use the **Search** tool to find the Role.

3. Cick the radio button for the Role.

4. Click the **Functions** tab.

5. Click **Modify**.

6. Scroll down to **Enable Order Line Notes** and select **Yes** to enable, or **No** to disable.

_7._ *To save, click **OK**.*

Related help

- [Order Template Maintenance](#)
- [Order Template Notes Widget](#)