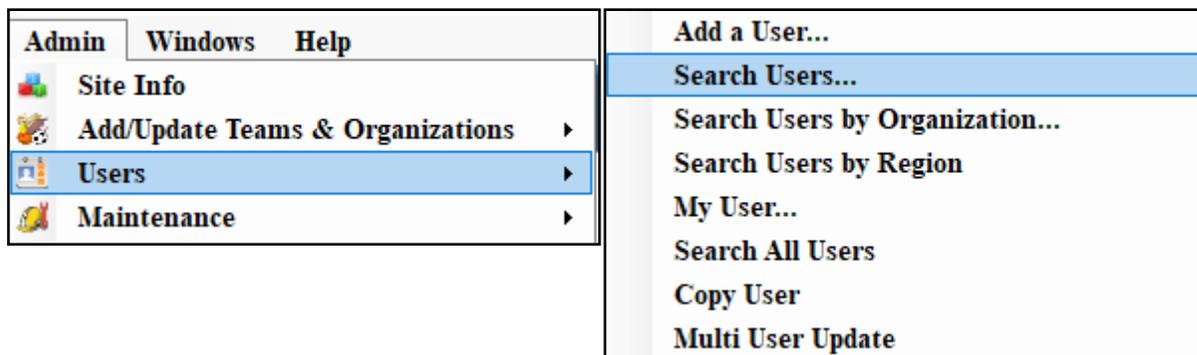You have the ability to lock notes after initial entry. This means they cannot be changed once they are saved. You can lock notes for just some of your users or all of your users. You must first turn on this capability in the Site Info area.   To access the site info go to Admin—> Site Info—> Opt(2) tab.
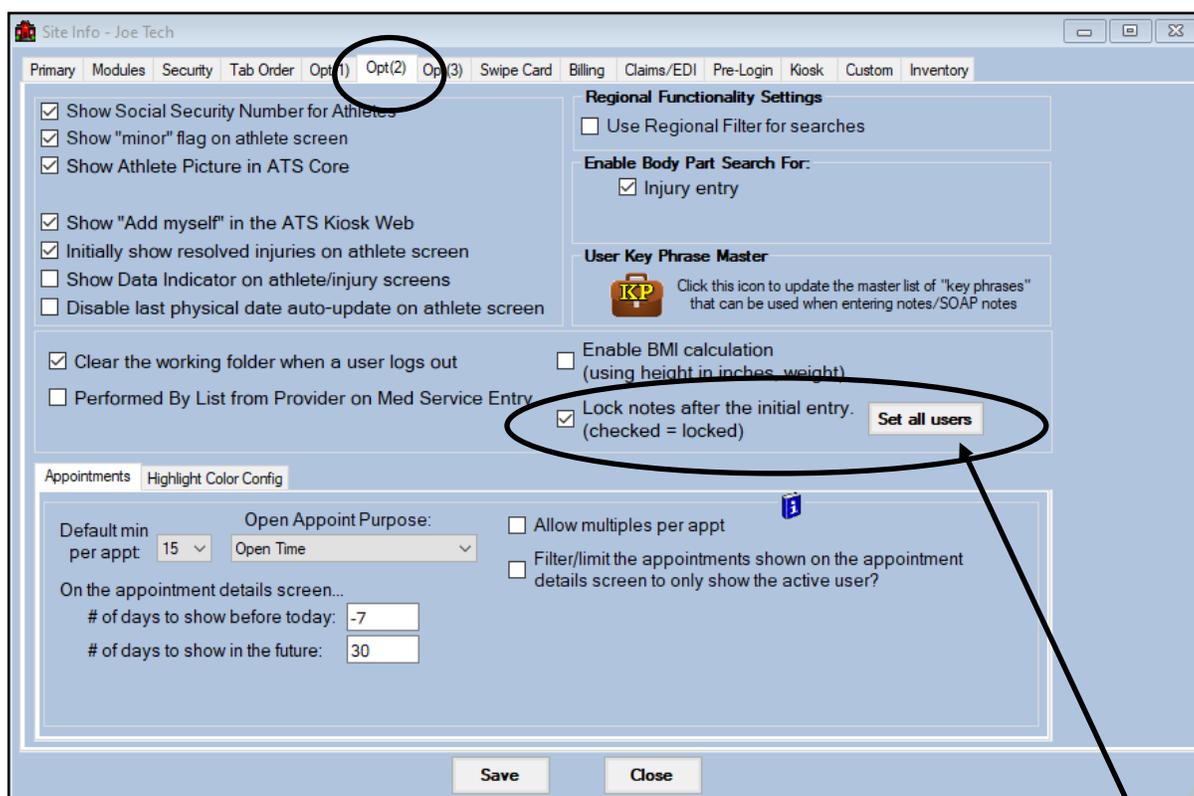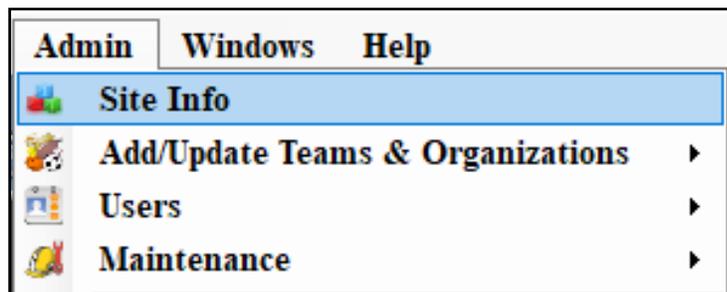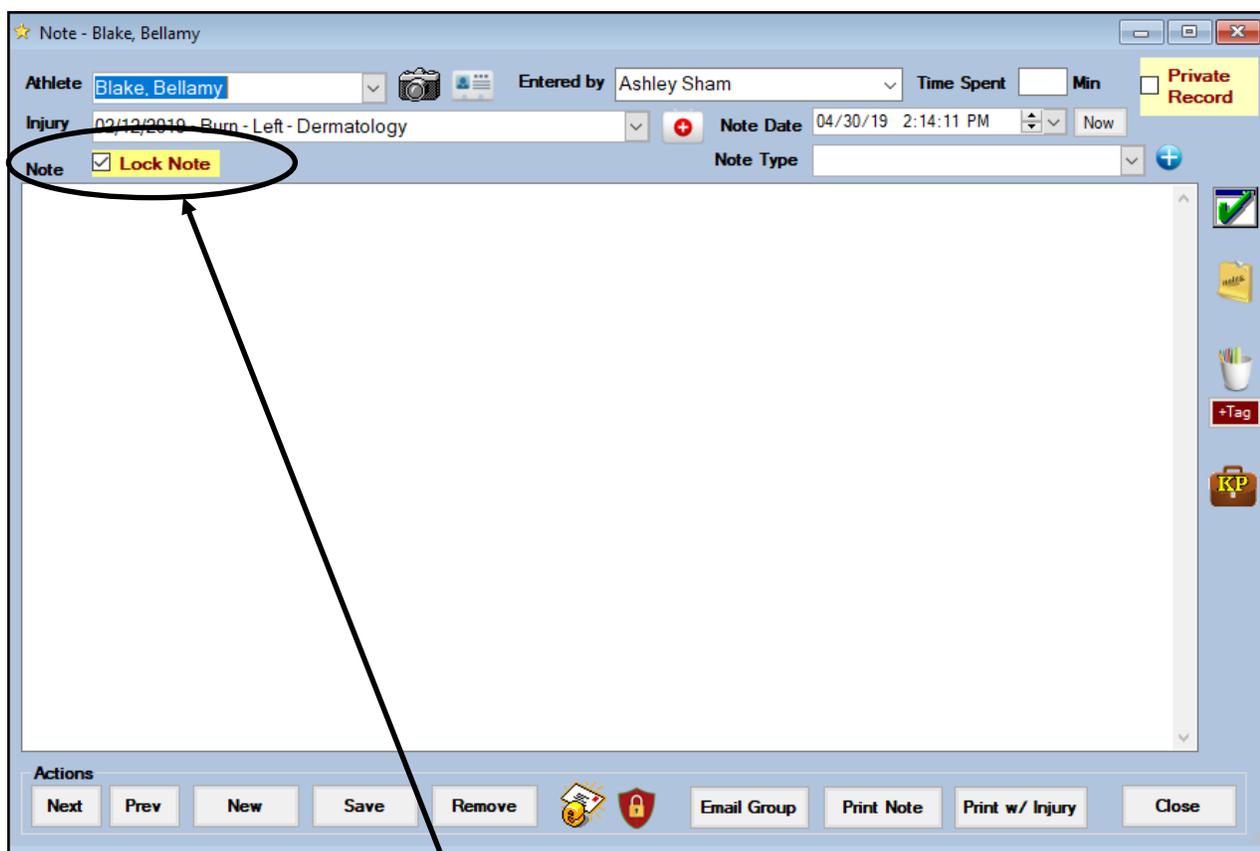
Once you have turned on this feature, by checking the box, you can then choose to turn on this setting for all of your users by clicking the "Set all Users" button.   You can also go into each individual user profile and turn this on or off as desired.

Once you have enabled the Lock Notes in Site Info you can turn this function on/off for individual users. Go to admin—> Users—> Search Users and then select the user you want to edit from the available list.

Once this feature has been turned on "Lock Note" will appear at the top of all the notes being entered. If "Lock Note" has been enabled for this particular user there will be a checkmark in the box. The user will be unable to edit/make any changes to the note once they hit save.