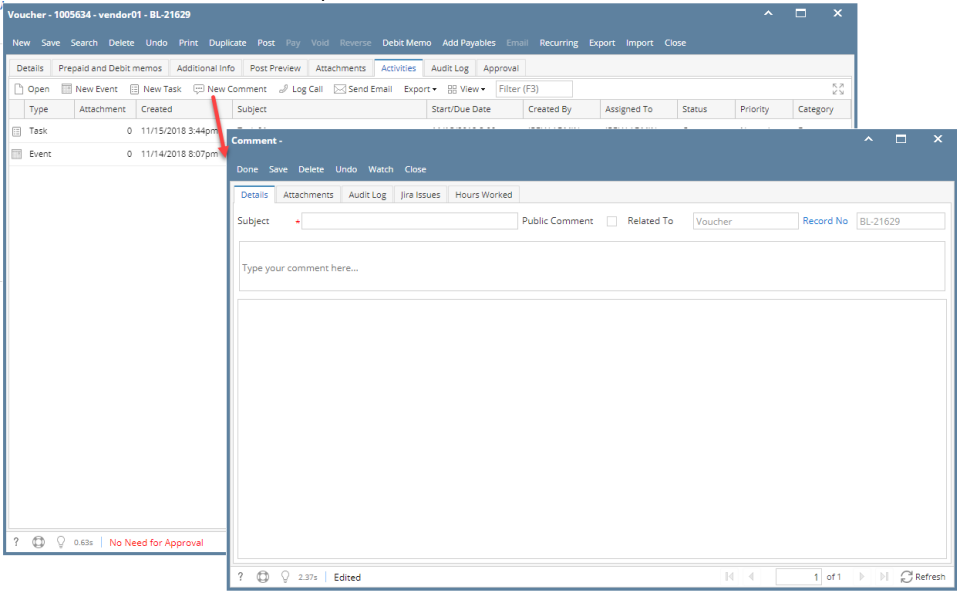


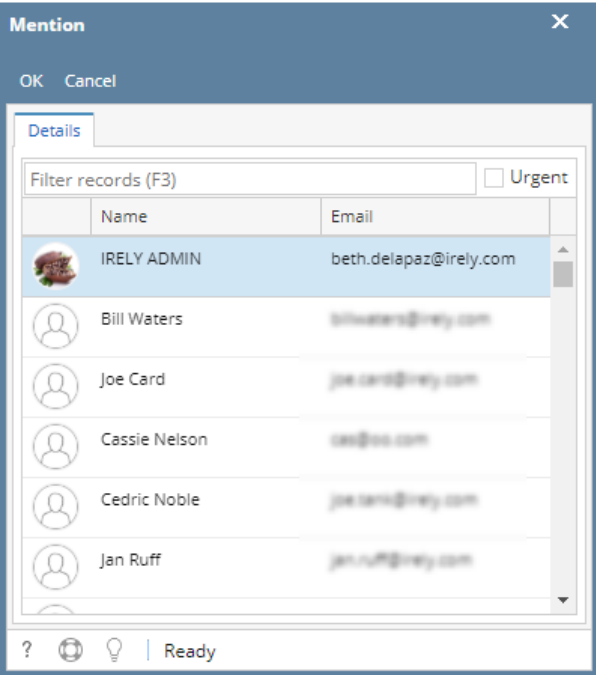
Activities - Comment

The Comment screen is configured for entering comments or notes. Here's how to add a new comment:

- 1. Open a transaction screen and go to Activities tab
- 2. Click the **New Comment** button to open a blank Comment screen



- 3. To add another comment or reply, you simply click in the comment box at the top of the screen. Then it will change to display the full editor.
- 4. To mention another user click the Mention button on the Editor or hold shift + @ then select the User



- 5. Click the Save button. Comment will move to the comments list under the editor.

Fields	Description
Subject	This is to give a brief overview of what the Comment will be about.
Public Comment	When enabled, the system will display this comment for all users in the Portal.
Related To	Will show what transaction type the comment is related to
Record No	Will show the record no. of the transaction the comment is related to
Editor	Comments can be formatted using the full editor toolbar

Comments	List of saved comments. Sorted in descending order
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Comment - Sample Comment

Done Save Delete Undo Unwatch Close

Details Attachments Audit Log Jira Issues Hours Worked

Subject

Sample Comment

Public Comment

☒


Related To

Voucher

Record No


BL-21629

Type your comment here...



Maribeth Dela Paz - a few seconds ago (11/15/2018 5:11 pm) [Edit](#) | [Delete](#)

This is my reply.



IRELY ADMIN - an hour ago (11/15/2018 4:04 pm)

[@IRELY ADMIN](#) - hi this is a sample comment

? ⓘ 0.94s Ready

1 of 1

Refresh