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Using *Comments* in Highstage

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1. Introduction

Using the *Comments* feature allows for you to add, modify and delete comments from items in Highstage.

Similarly, when new comments are added to an item, associated users to the item is notified by email.

To find out which users receive email notifications when new comments are submitted on an item, please contact your Highstage administrator.

The *Comments* window can be accessed by navigating to any item view in Highstage:

The screenshot displays the Highstage user interface. At the top, a navigation bar contains links for Home, Refresh, Mail, Event Log, System, Reset, SK, Logout, User level: AdminRead, and View As. Below this, a yellow banner indicates the user is running as AdminRead. The main content area is titled 'TEST12181-1A For test purpose only, may be deleted at any time. for comments' and includes a 'Copy Reference' button. The interface is divided into several panels: 'Properties' (Item: TEST12181-1A, Status: Working), 'Options' (FREEZE, REVIEW, APPROVAL buttons), 'Folder' (Security, NOT LOCKED, LOCK FOLDER), and 'Folder list' (table with columns Name, Type, Size, Date modified). A 'Comments' window is open at the bottom, highlighted with an orange border, showing a text input field and an 'Add' button. At the very bottom, there are links for Mails [0], Referenced by [0], and Reference [0], along with utility buttons like Paste, Scope: Top, Tree-View, and COPY REF.

2. Submit comments

To submit a comment, simply click or press on your keyboard. A confirmation is prompted, so that the comment can be confirmed or cancelled before being submitted.

By pressing + whilst writing a comment, you can skip to the next line in the comment.

3. Modify and delete comments

You can modify or delete comments where you are the author of the comment. To do, simply click on the submitted comment and make the changes. If all text in a comment is removed, the comment is deleted.

Once your changes are made, click or hit on your keyboard. Changes does not prompt a confirmation.

If a comment is modified, the comment will be visually marked as *Edited* in the appropriate *Comments* field.

