

## Quick Reference Guide

Create and Send Comments

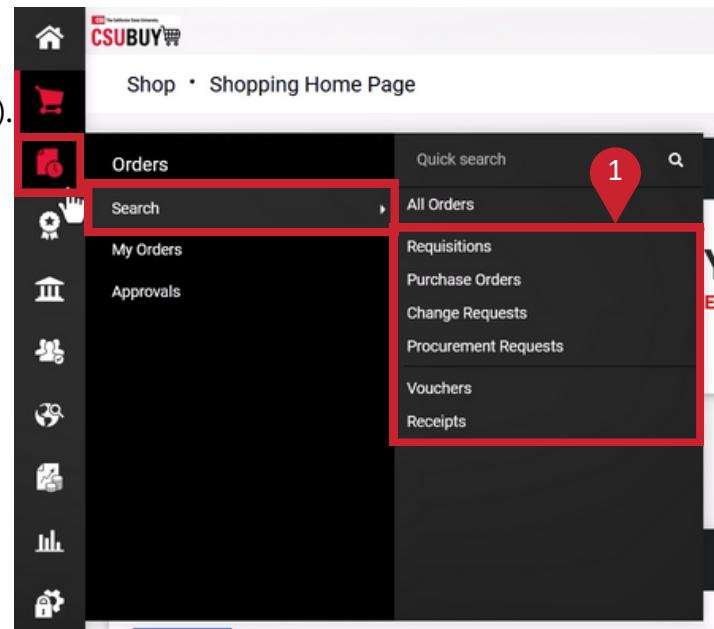


### IMPACTED USER GROUPS

- All Users

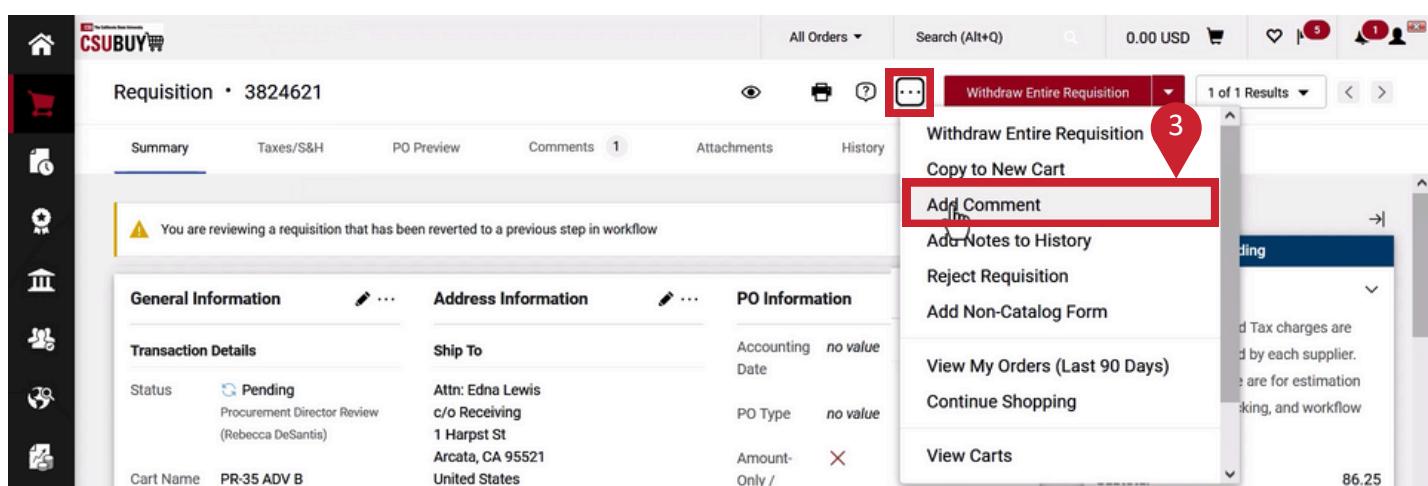
### How to Create and Send Comments in CSUBUY

1. From the sidebar, got to **Orders > Search** and select the type of document you want to add a comment to (i.e. **Reqs, POs, Change Requests, etc.**).



2. From the search page, locate and select the document you want to comment on.

3. Once in the document, navigate to the **Document Actions** dropdown menu and select **Add Comment**.



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4. The **Add Comment** window contains potential recipients (limited to users in document workflow), a comment box, and the option to attach a file or URL.

**Add Comment**

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | Add recipient

Brian Cotham (Approved) <chris.dott@risenow.com>

Janelle Gieseke (Prepared by, Approver, Approved) <janelle.gieseke@risenow.com>

Robert Parkinson (Approved) <Robert.Parkinson@risenow.com>

4

4

1000 characters remaining expand | clear

Attach file (optional)

Attachment Type  File  Link/URL

5

Add Comment Close

5. Once the comment is ready, select **Add Comment**. It can now be found in the **Comments** tab of the document, and any recipients that were selected will be notified.

