



# Formulas Online

## [Adding, Editing, and Deleting Comments](#)

This document discusses the basic information for adding, editing, and deleting comments in the Formulas Online system. This document includes the following information:

- [Add Comments](#)
- [Edit Comments](#)
- [Delete Comments](#)

### Add Comments

Follow these steps to add comments when creating or editing a submission:

1. Select the [Comment](#) link in the action bar. Alternatively, select the Comments tab in the submission. See Figure 1.

**Figure 1: Add Comments – Comments Tab**

**Uniform** ? Process

Main Formula Samples Company **Comments** Docs/Links

Print | Comment | Upload

Paper Submission

Comments Detail ?

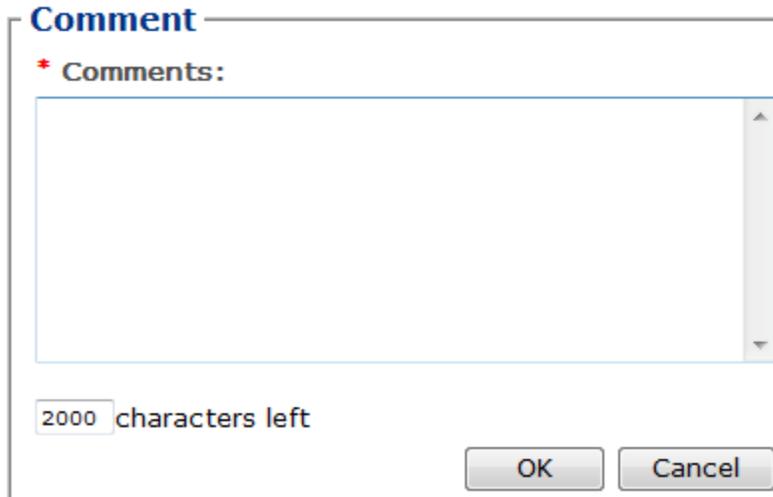
Add

Save as Draft Validate Cancel Submit

2. Select the **Add** button. The Comment pop-up window displays. See Figure 2.

Figure 2: Add Comments – Comment Pop-Up Window

## Comment

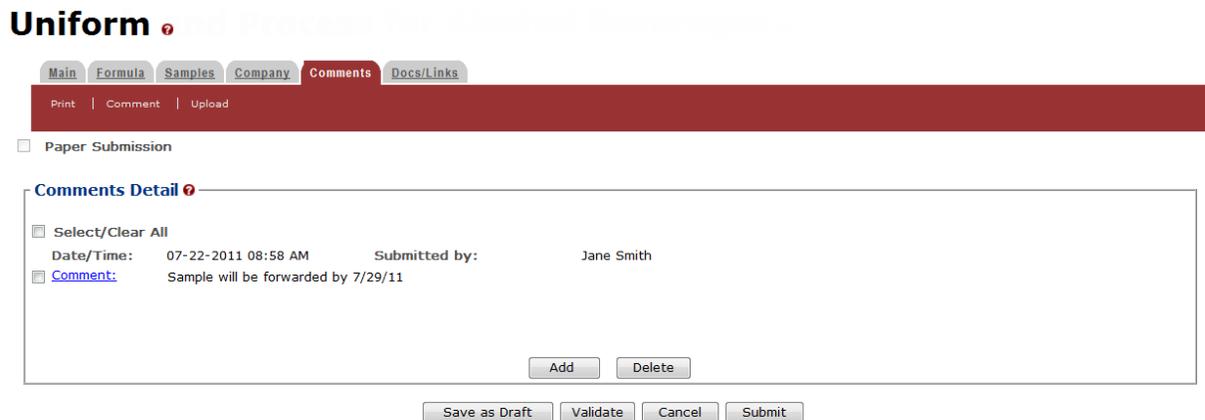


3. Enter comments in the available field.

► **Note:** Fields marked with asterisks (\*) are required fields.

4. Select the **OK** button. The Comments pop-up window closes and the comments are added in the Comments Detail. See Figure 3.

Figure 3: Add Comments – Comments Tab with Comments Added



5. Repeat the steps to add additional comments.

### Edit Comments

Follow these steps to edit a comment when creating or editing a submission:

1. Select the Comments tab in the submission. See Figure 4.

## Adding, Editing, and Deleting Comments

Figure 4: Edit Comments – Comments Tab

**Uniform**

Main Formula Samples Company **Comments** Docs/Links

Print | Comment | Upload

Paper Submission

**Comments Detail**

|   | Date/Time           | Submitted by | Comment                             |
|---|---------------------|--------------|-------------------------------------|
| <input type="checkbox"/> Select/Clear All         | 07-22-2011 08:58 AM | Jane Smith   |                                     |
| <input type="checkbox"/> <a href="#">Comment:</a> |                     |              | Sample will be forwarded by 7/29/11 |

Add Delete

Save as Draft Validate Cancel Submit

2. Select the [Comment](#) link. The Comments pop-up window displays. See Figure 5.

Figure 5: Edit Comments – Comment Pop-Up Window

## Comment

**Comment**

\* Comments:

Sample will be forwarded by 7/29/11

1965 characters left

OK Cancel

3. Edit comments in the available field.
- **Note:** You may only edit comments you have added.
4. Select the **OK** button. The Comments pop-up window closes and the comments are updated in the Comments Detail. See Figure 6.

## Adding, Editing, and Deleting Comments

**Figure 6: Edit Comments – Comments Tab with Comments Updated**

The screenshot shows the Uniform system interface. At the top, there are tabs for Main, Formula, Samples, Company, Comments (selected), and Docs/Links. Below the tabs is a dark red header bar with 'Print | Comment | Upload' options. A checkbox for 'Paper Submission' is visible. The main content area is titled 'Comments Detail' and contains a table with one row of comment data. The table has columns for 'Date/Time', 'Submitted by', and 'Comment'. The comment text is 'Sample will be forwarded by 7/25/11'. Below the table are 'Add' and 'Delete' buttons. At the bottom of the interface are 'Save as Draft', 'Validate', 'Cancel', and 'Submit' buttons.

| Date/Time           | Submitted by | Comment                             |
|---------------------|--------------|-------------------------------------|
| 07-22-2011 08:58 AM | Jane Smith   | Sample will be forwarded by 7/25/11 |

5. Repeat the steps to edit additional comments.

### Delete Comments

Follow these steps to delete a comment when creating or editing a submission:

1. Select the Comments tab in the submission. See Figure 7.

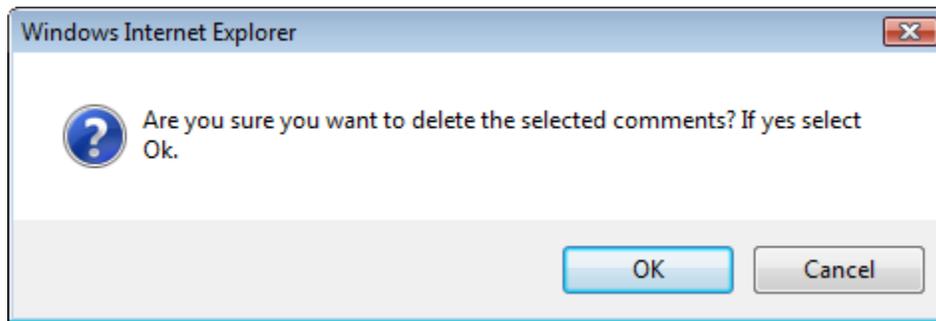
**Figure 7: Delete Comments – Comments Tab**

This screenshot is identical to Figure 6, showing the Uniform system interface with the Comments tab selected. The comment 'Sample will be forwarded by 7/25/11' is visible in the table. The 'Delete' button is highlighted, indicating it is the next step in the process.

2. Select the checkbox(es) next to the comment(s) you wish to delete.  
► **Note:** You may only delete comments you have added.
3. Select the **Delete** button. A confirmation message box displays prompting you to confirm your action. See Figure 8.

## Adding, Editing, and Deleting Comments

**Figure 8: Delete Comments – Delete Comment Confirmation**



4. Select the **OK** button to confirm. The confirmation message box closes and the comments are deleted from the Comments Detail. See Figure 9.

**Figure 9: Delete Comments – Comments Tab with Comments Deleted**

