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

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

2. Select the Add button. The Comment modal window displays. See Figure 2.

   Figure 2: Add Comments – Comment Modal Window

3. Enter comments in the available field.

   ►Note: Fields marked with asterisks (*) are required fields.
4. Select the OK button. The Comments modal 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.

Figure 4: Edit Comments – Comments Tab

2. Select the Comment link. The Comments modal window displays. See Figure 5.
3. Edit comments in the available field.

► **Note:** You may only edit comments you have added.

4. Select the **OK** button. The Comments modal window closes and the comments are updated in the Comments Detail. See Figure 6.

![Figure 6: Edit Comments – Comments Tab with Comments Updated](image)

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.
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.

**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**