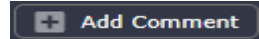


Attaching Comments

Overview

The process of attaching comments in PHAZE™ is the same, regardless of where you perform the action in the system. Commenting on a process is always available, so long as you have access to the process and it is not closed or void. Comments can also have documents attached to them, and attaching a document is the same as described in the '*Attaching Documents*' instructions.

You will see areas to attach comments indicated with buttons, labeled




When these buttons are clicked, you will be prompted with a window for the comment.


 A screenshot of a web application window titled "Project 1". Inside, there is a modal window titled "Comment". The modal has a large text area for writing a comment. Below the text area is a dark blue bar containing an "Add Attachments" button and a refresh icon. At the bottom of the modal, there is a row of menu items: "DOC...", "DOC...", "COM...", "DES...", "DOC...", "COM...", and "VERS...". At the very bottom of the screenshot, there are "Continue" and "Cancel" buttons.

Depending on the context of what you are commenting about, you may sometimes be given a prompt that is instructing you about what the contents of the comment should be. For example, if a process is being returned to the initiator for revision, the user may be prompted to comment on why they are returning the request or what they expect to change or have changed.

Comments can be comprised of the text field and/or files and attachments.

Within a comment, you can select  to add files to your comment.

When you click **Select files...** you will open your system's file manager to attach one or multiple documents.

You can select the files you wish to upload, and you will see the progress bar indicate how much progress is made for each document being uploaded.

Attaching Comments



NOTE: You must wait for ALL documents to complete their upload before proceeding.

Once they all indicate that they are complete, you may proceed with the **Submit** button, and enter the document metadata. (See *Attaching Documents* for more info on document metadata.)

Comment Metadata

All comments in PHAZE have certain metadata that is collected when a comment is submitted.


This is a sample of what comment data is included when you submit a comment.

+ Add Comment				
COMMENT	SIGNATURE	TIMESTAMP		
I have reviewed your specifications and approve.	Encor Energy	08/24/2020 10:09 AM	No	

Comment – This is the contents of the text that you entered when you submitted the comment.

Signature– This field is automatically populated with the user’s name who submitted the comment.

Timestamp – This is the time the comment was submitted.

Paper Clip Icon  - This indicator will either be yes or no, indicating that the comment has attachments.

Actions for Comments

Comments can be clicked to open where you can view the comment in a dedicated window and view the attachments (if any).

NOTE: Once a comment is submitted, you CANNOT remove it. Be sure you have the correct process, attachments, and comment contents before submitting.