
COMMENT TRACKING & COLLABORATION

Comment Tracking & Collaboration enables you to invite other Library users to collaborate on a file, capture & track comments from all invitees in one location, for all versions of the same file.

- Select ATTRIBUTES icon under a file
- Select COMMENTS tab
 - Select the PEN icon to open a dialogue box
 - Enter your message to accompany the file link
 - Select Library users to receive the file link and message
 - Select SAVE & EMAIL
 - Recipients receive a link that takes them to the file thumbnail. (If the recipient is not logged into the Center, they will be taken to this page upon signing in.
 - Click the PEN icon to add comments
 - Select SAVE & EMAIL to send comments back to the file owner only
 - Select other Library users from the pull down menu and select SAVE & EMAIL to send comments back to additional users
 - View all comments for a file version, for all versions by all user and by date
 - Print a log of all comments by selecting the PRINTER icon