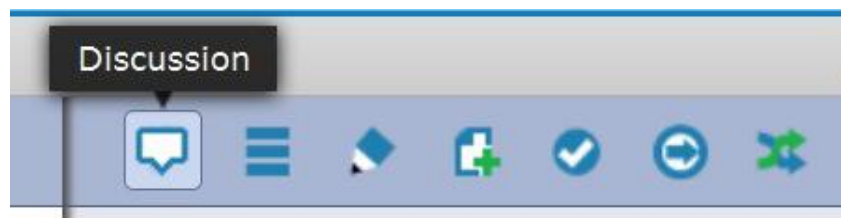


How to comment on a proposal

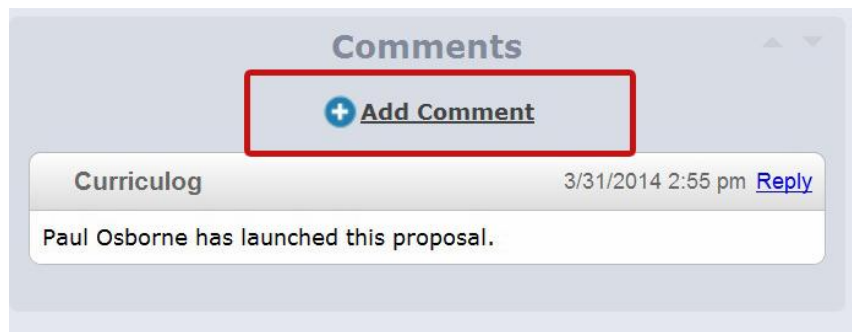
See how to view a proposal.

There are two stipulations required for commenting on a proposal. First: the Proposal must be a task which means that your action is required from the User. Second: the Approval Process being used will need to have comments enabled on the Step that the item is currently on.

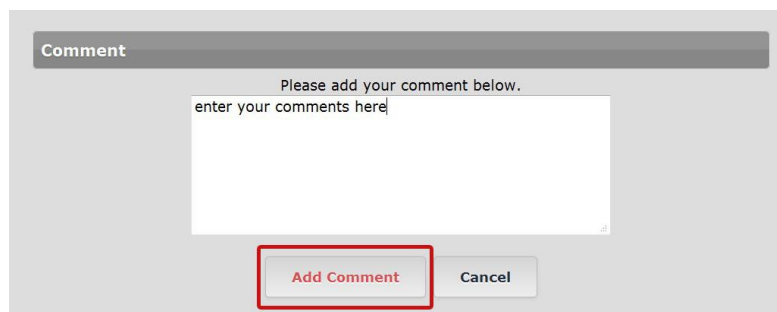
When viewing the proposal you will first need to click on the Discussion icon in the Proposal Toolbox.



Clicking the Add Comment link will bring a pop up for you to enter any comments.



Finalize and Publish the comment by clicking the “Add Comment” button.



You can see your comments at the top of the dialog in the Proposal Toolbox.

Comments

[+ Add Comment](#)

Paul Osborne 4/3/2014 10:50 am [Reply](#)

enter your comments here

Curriculog 3/31/2014 2:55 pm [Reply](#)

Paul Osborne has launched this proposal.