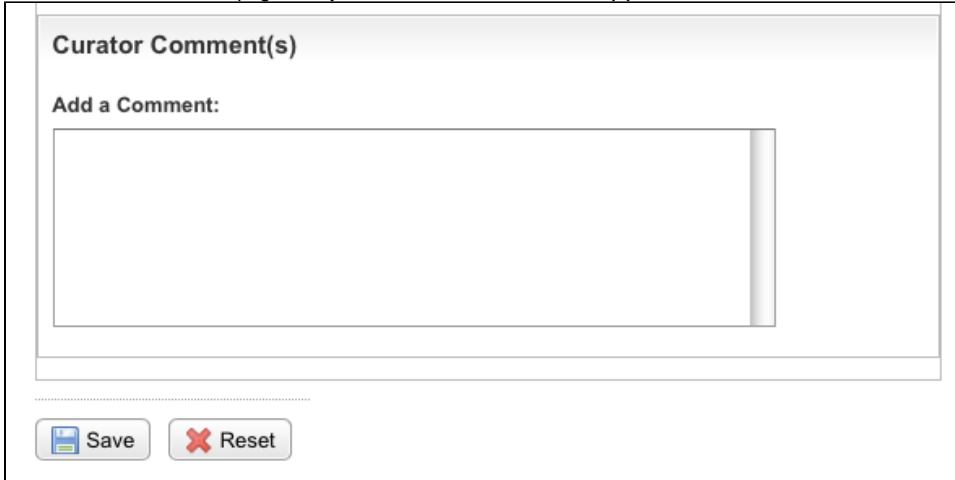


Adding and Viewing Comments - Include v1.1.3

You can record one or more comments about any aspect of an organization or person you are curating, whether or not you make any changes to values in the record.

How to Add Comments



1. Navigate to the record of interest.
2. In the **Action** column for a given record, click **Curate**.
3. Scroll to the bottom of the page until you see the **Curator Comment(s)** section.



Curator Comment(s)

Add a Comment:

.....

 Save  Reset

Curator Comment(s) Section

4. Enter your comments and then click **Save**.
The system records your comment and adds your username and a date/time stamp for reference.



Curator Comment(s)

CTRPDOC1 added a comment on 2013-01-22 01:34 PM:
Added Oversight Committee

CTRPDOC1 added a comment on 2013-01-22 01:35 PM:
Activated Organizational Contact

Add a Comment:

Recorded comments

System-generated username and date/time stamps

.....

 Save  Reset

Curator Comments Section - Recorded Comments