



Formulas Online

[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

The screenshot shows a web interface with a dark red navigation bar at the top containing tabs for 'Main', 'Formula', 'Samples', 'Company', 'Comments', and 'Docs/Links'. The 'Comments' tab is currently selected. Below the navigation bar, there are links for 'Print', 'Comment', and 'Upload'. A text input field labeled 'Comments Detail' is visible, with an 'Add' button below it.

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

Figure 2: Add Comments – Comment Modal Window

The screenshot shows a modal window titled 'Comments' with a close button in the top right corner. The main area contains a text input field labeled '* Comments:' with a character count of '2000 characters left'. At the bottom, there are 'OK' and 'Cancel' buttons.

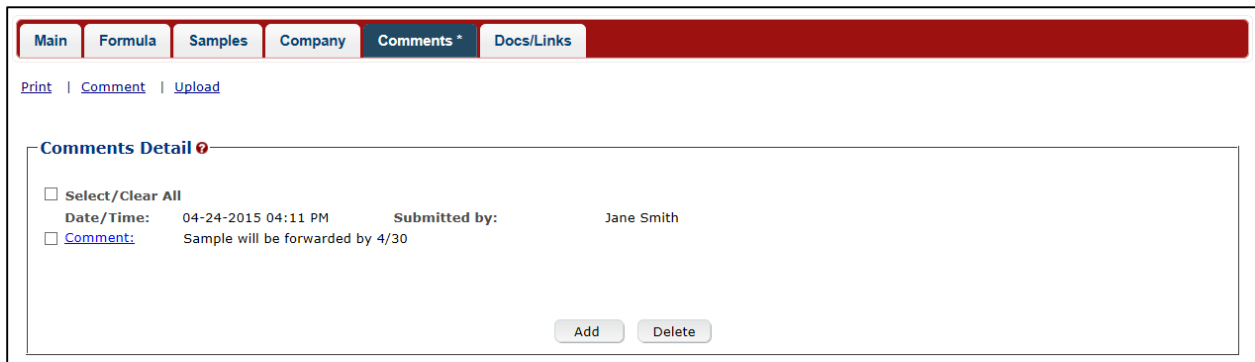
3. Enter comments in the available field.

► **Note:** Fields marked with asterisks (*) are required fields.

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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



The screenshot shows a web application interface with a dark red header bar containing navigation tabs: Main, Formula, Samples, Company, Comments *, and Docs/Links. Below the header, there are links for Print, Comment, and Upload. The main content area is titled 'Comments Detail' and contains a list of comments. The first comment is selected, indicated by a checked checkbox. The comment text is 'Sample will be forwarded by 4/30'. The date and time is '04-24-2015 04:11 PM' and the user is 'Jane Smith'. At the bottom of the comment list, there are 'Add' and 'Delete' buttons.

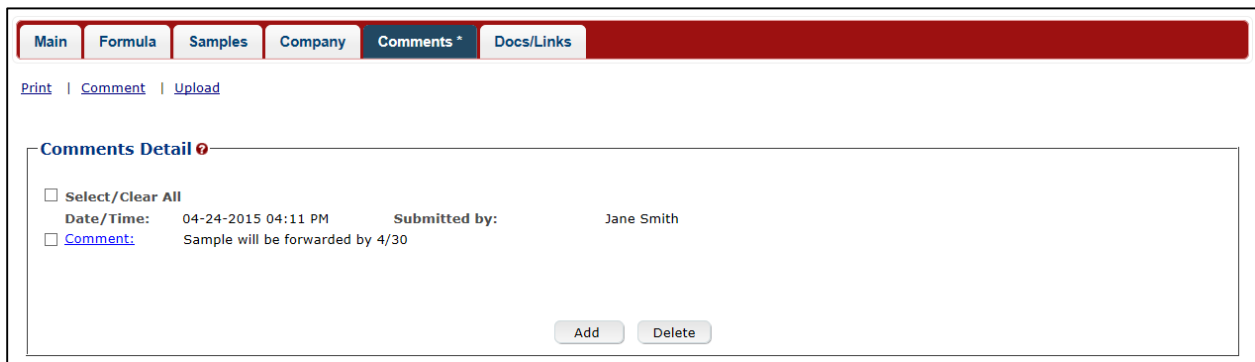
5. Repeat the steps to add additional comments.

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

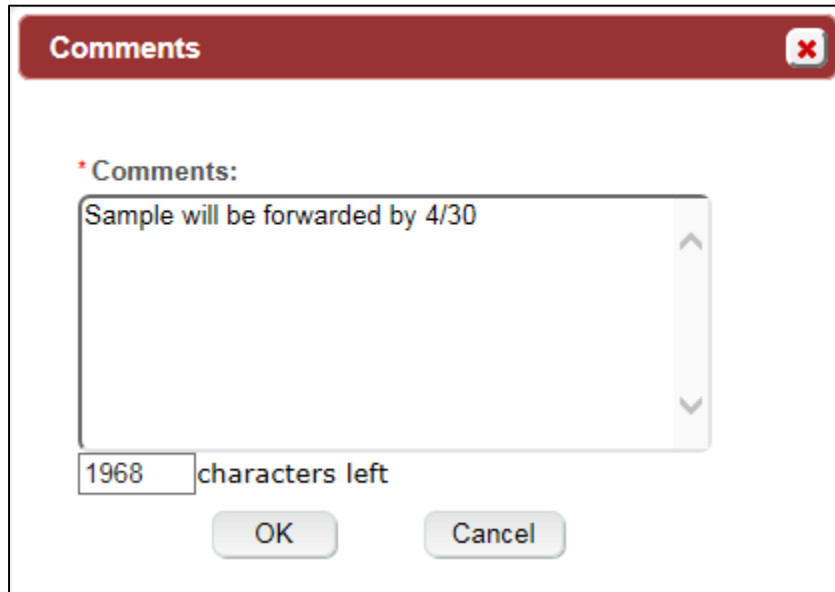


The screenshot shows the same web application interface as Figure 3. The 'Comments Detail' section shows the same comment as in Figure 3, but the checkbox next to it is now unchecked, indicating it is not selected. The 'Add' and 'Delete' buttons are still present at the bottom.

2. Select the [Comment](#) link. The Comments modal window displays. See Figure 5.

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Figure 5: Edit Comments – Comment Modal Window

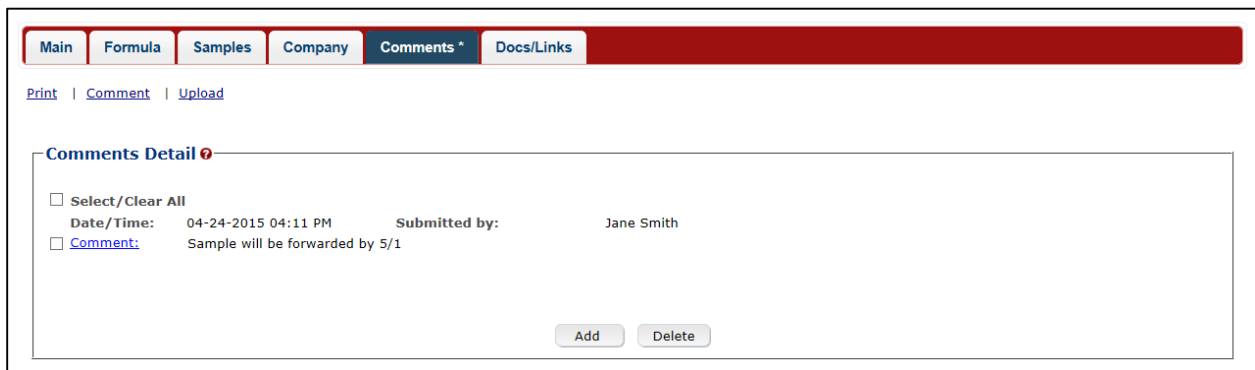


3. Edit comments in the available field.

► **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



5. Repeat the steps to edit additional comments.

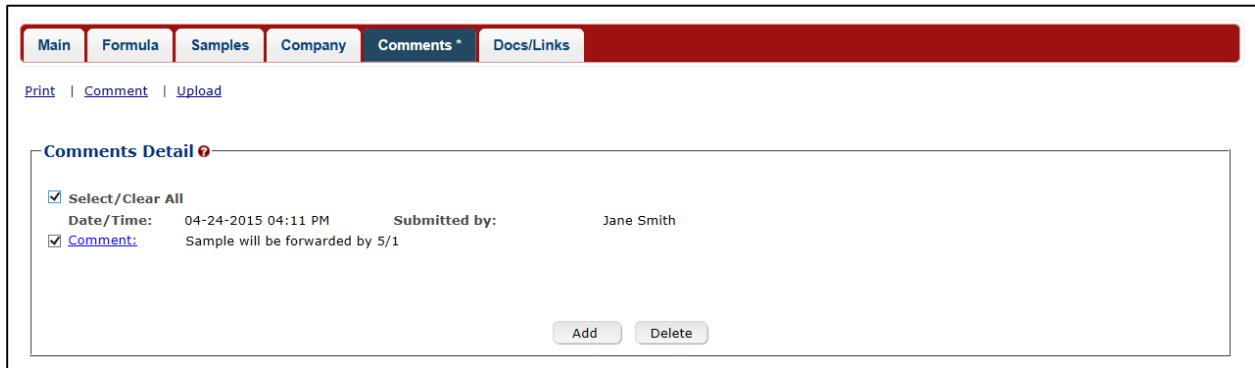
Delete Comments

Follow these steps to delete a comment when creating or editing a submission:

1. Select the Comments tab in the submission. See Figure 7.

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Figure 7: Delete Comments – Comments Tab

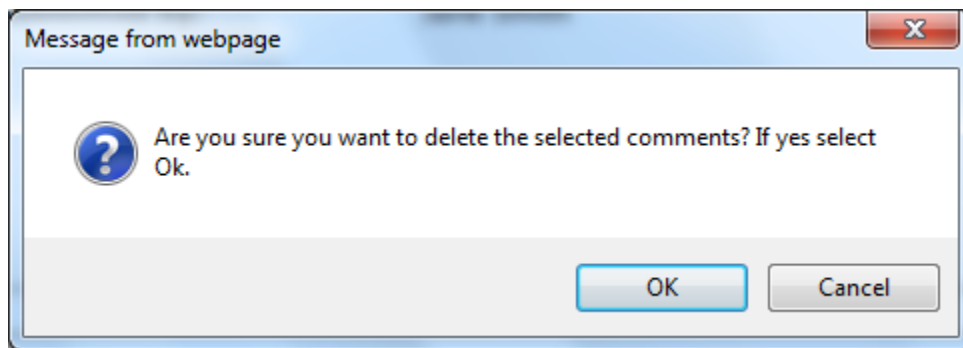


2. Select the checkbox(es) next to the comment(s) you wish to delete.

► **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

