

eForms- Adding/Deleting Comments



Retirement
Action
Actions Retirement Status Saved

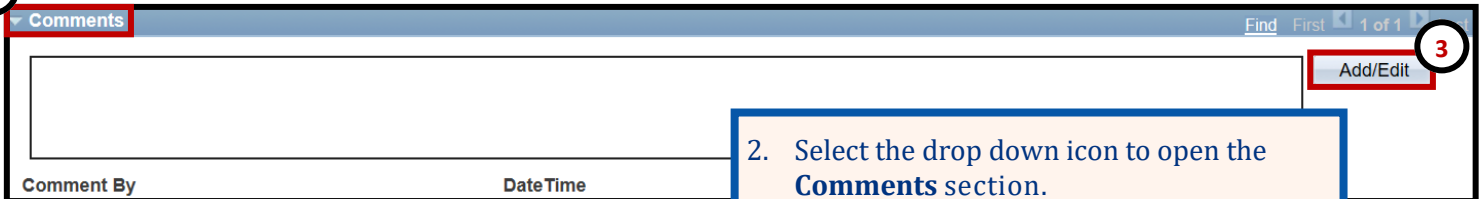
1. When all the required fields have been completed, click the **Save** button.

Note: The eForm must be saved before attempting to add a comment.



▶ Contact Information
Save Submit Approve Deny

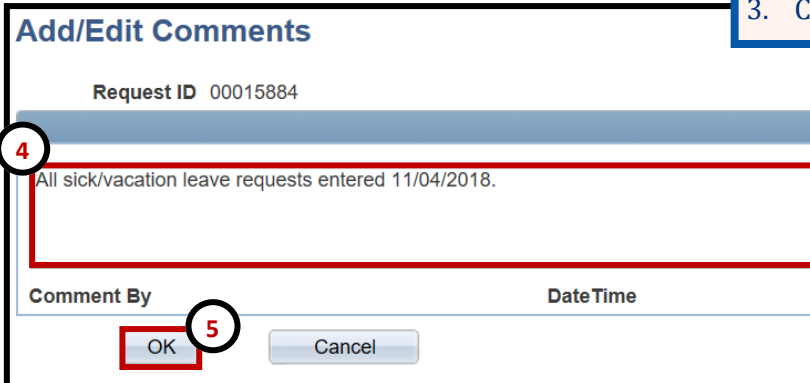
2



Comments Find First 1 of 1 Add/Edit
Comment By DateTime

2. Select the drop down icon to open the **Comments** section.

3. Click on the **Add/Edit** button.

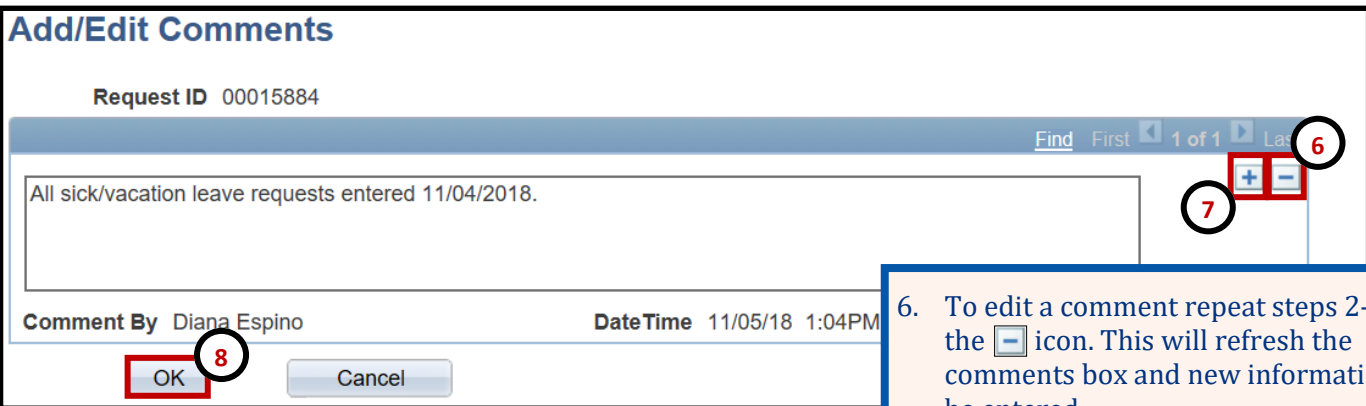


Add/Edit Comments
Request ID 00015884
All sick/vacation leave requests entered 11/04/2018.
Comment By DateTime
OK Cancel

4. Enter the comment.

5. Select **OK**, this will save the comment and the page will return to the eForm.

Notice: The **Comment by** and **Date Time** section will update accordingly.



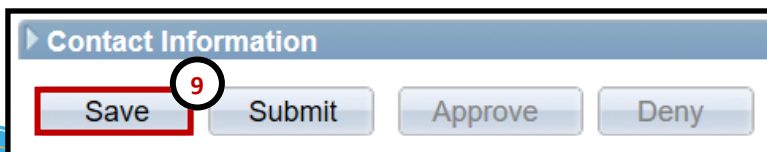
Add/Edit Comments
Request ID 00015884
All sick/vacation leave requests entered 11/04/2018.
Comment By Diana Espino DateTime 11/05/18 1:04PM
OK Cancel

6. To edit a comment repeat steps 2-3, select the **-** icon. This will refresh the comments box and new information can be entered.

7. To add an additional comment without editing the first, select the **+** icon. This will add a new comment box.

8. Select **OK** to save the changes and return to the eForm.

9. **Save** the form and make any additional changes if needed, before submitting.



▶ Contact Information
Save Submit Approve Deny