AssetWORKS
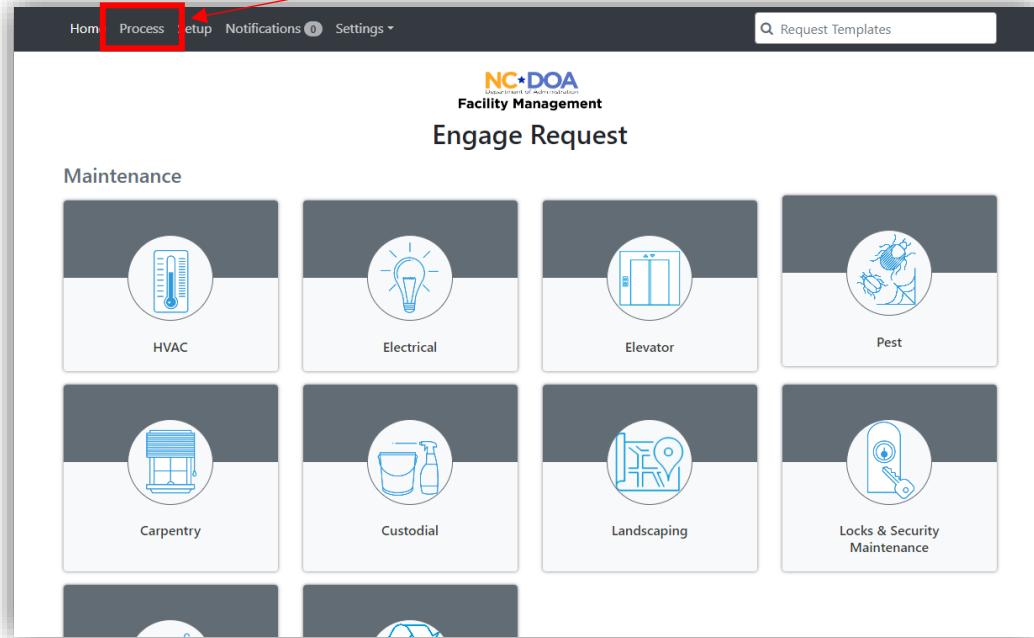Integrated Workplace Management Systems

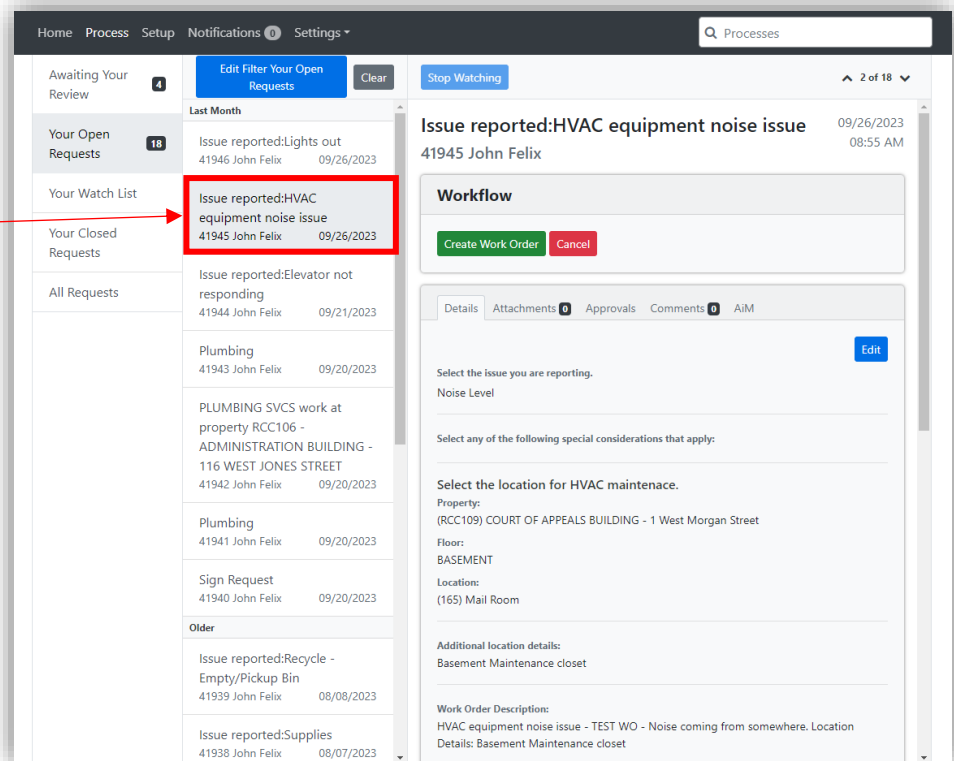# ReADY- Entering Comments

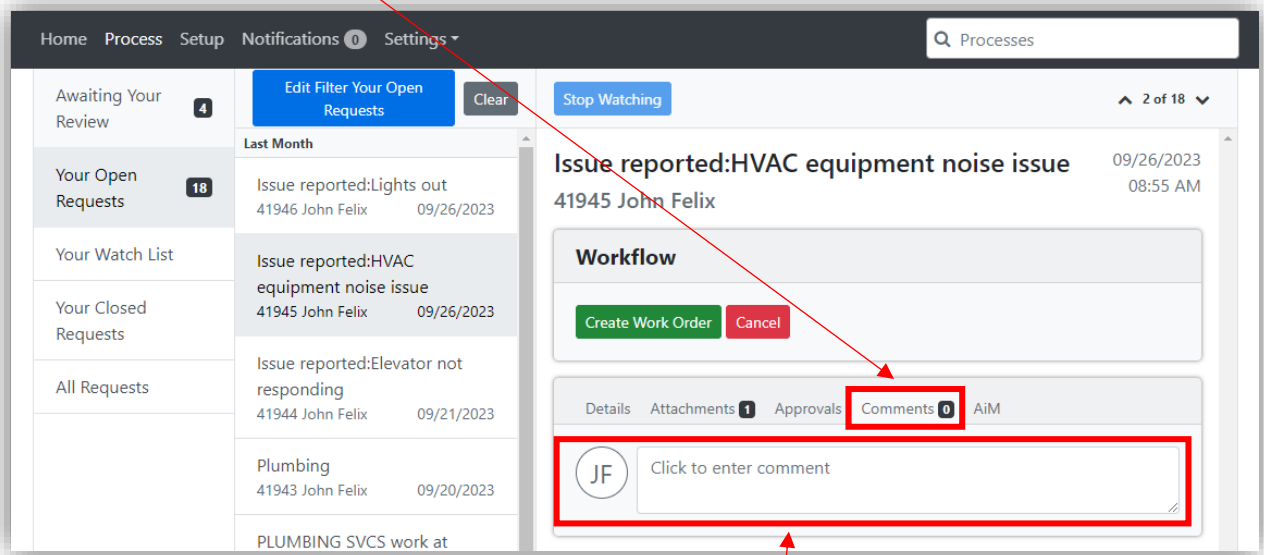END USER TRAINING GUIDE

October 30, 2023

Enter a Comment

1) From the Home screen, **Click** the **Process** (*ReADY tool bar*)

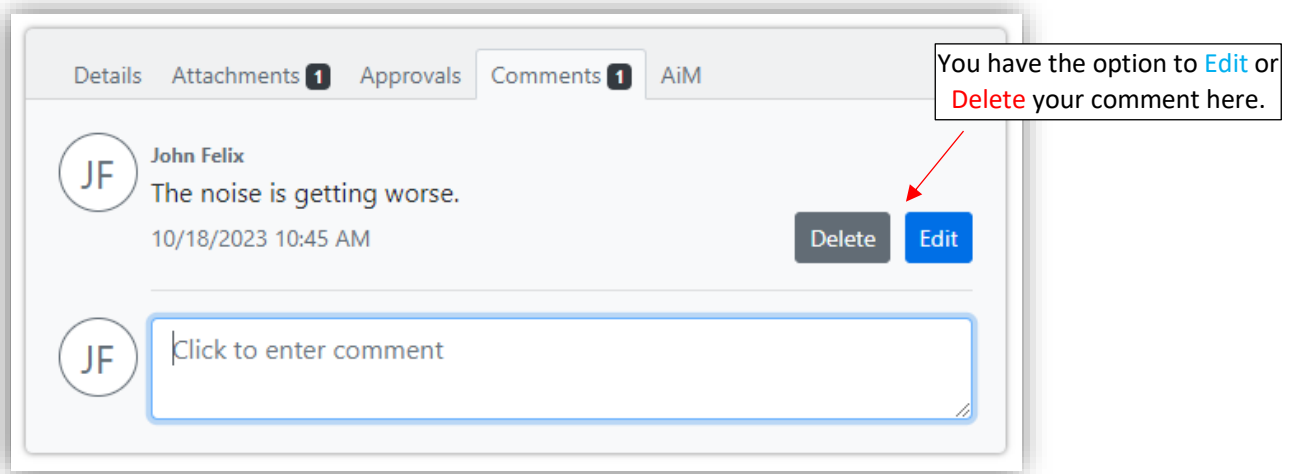2) **Click** on your open requests and select the request that you would like to add a comment to.

3) **Select** the "Comments" tab.

4) Add your comment and press the **Enter** key on your keyboard.

5) This will post your comment and will show a log of comments on the request. As many comments can be added as necessary.

You have the option to Edit or Delete your comment here.

6) Process is complete.