

20.1 File and Folder Comments

You can add details about the status of a file or the purpose for a folder in the Comments section of the Details tab.

You can mention other FileCloud users in your comments by typing the @ symbol and then the name of the user.

When you type the @ sign, a dropdown box will appear. Type in the first letters of the user name and then select the user account from the list.

Once a person is tagged, the user will receive an email as well as notification on their dashboard in the User portal about the comment.

You can mention other FileCloud groups in your comments by typing the @ symbol and then the name of the group.

When you type the @ sign, a dropdown box will appear. Type in the first letters of the group name and then select the group from the list.

Once a group is tagged, all users in the group will receive an email as well as notification on their dashboard in the User portal about the comment.

DetailsActivityMetadata


assignment_d...doc

Information

 assignment_deed_of_trust.doc, 51 KB

 Jun 17, 2019 2:09 PM



Sharing

+ Share

No owner share information available

Versions

» You created this version at 02:09 PM on Jun 17 2019

Comments

+ Add

No comments available

To add a comment:

1. Open a browser and log in to the User Portal.

2. Navigate to the file or folder you want to comment on.

3. Select the checkbox next to the file or folder.

4. In the right pane, select the Details tab.

5. Scroll down to the Comments section.

6. In the Comments section, click the +Add button.

7. Type in your comments and then click Save.