Adding Comments

The new system has many places for users to add notes to the system to help with whatever your individual work flow needs might be. However, only some of these notes actually print on your final documents. To add a comment to your Billing Calendar, MCRU Schedule of Events, or Budgets, follow these three easy steps:

1) On the Activity Tab, left click to highlight the name of an item and then right click to pull up the menu. Select “Manage Activity”.

2) In the window that pops-up there are a series of icons on the right side.

3) Click on the “Post-it Note” icon for the report where you would like your comment to print and start typing.

Need more help with comments? Contact the help desk for help with your situation.