

Add Comments to a File

To add a comment to a file that is housed in the Documents Module, open the Documents Home Page from the Main Menu and navigate to the file you want to leave a comment on. Click the vertical three-dot icon to the right of the file to open the file's context menu and select View.

The screenshot shows the 'Documents' page with a breadcrumb 'Documents > Home' and an 'INFO' button. A notification bar states '5 documents require your attention. Review documents'. Below are buttons for 'ADD DOCUMENT' and 'NEW FOLDER', and a search bar. The breadcrumb is 'Policies'. A table lists documents with columns: Title, Revision, Type, Revision date, Size, Owners, Tags, and a star icon. A context menu is open over the 'EnTac IT Acceptable Use Policy' row, showing options: View, Properties, Upload new revision, Move to, Delete, Download, and QR code / Link. The table data is as follows:

<input type="checkbox"/>	Title	Revision	Type	Revision date	Size	Owners	Tags	★
<input type="checkbox"/>	Emergency Response.pdf	2	pdf	4/8/2026	3.4 MB	Mary Winchester		☆ ⋮
<input type="checkbox"/>	EnTac Attendance Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮
<input type="checkbox"/>	EnTac Code of Conduct	3	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮
<input type="checkbox"/>	EnTac IT Acceptable Use Policy	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮
<input type="checkbox"/>	EnTac Workplace Safety	2	pdf	4/8/2026	893.6 KB	Mary Winchester		☆ ⋮

Rows per page: 100

This opens the document's Detail Page. Open the Comments Tab.

The screenshot shows the 'EnTac Code of Conduct' document detail page. The breadcrumb is 'Policies'. The 'COMMENTS' tab is selected. It shows '1 comments' and a comment from 'Mitzi Orkus' on 'Apr 8, 2026 at 11:30 AM' with the text: 'Contractors on-site will now acknowledge this document in their facility specific onboarding course.' To the right is an 'Add comment (900)' form with a text area containing 'Let's explore setting up a Contractor Role and requiring acknowledgement as a certification instead.' and an 'ADD COMMENT' button.

Insert your comments into the Add Comment textbox and click the Add Comment button.

EnTac Code of Conduct



Home / Policies

PREVIEW ACTIONS DETAILS COMMENTS HISTORY

2 comments

- Apr 8, 2026 at 11:30 AM - Mitzi Orkus

M Contractors on-site will now acknowledge this document in their facility specific onboarding course.
- Apr 8, 2026 at 11:41 AM - Mary Winchester

M Let's explore setting up a Contractor Role and requiring acknowledgement as a certification instead.

Add comment

ADD COMMENT

The date and time the comment was recorded as well as the user who made the comment is indicated above the message.

Users have the ability to edit/delete their own comments after they are posted.

Revision #3

Created 2026-04-08 14:42:42 UTC by Mitzi Orkus

Updated 2026-06-08 18:58:11 UTC by Mitzi Orkus