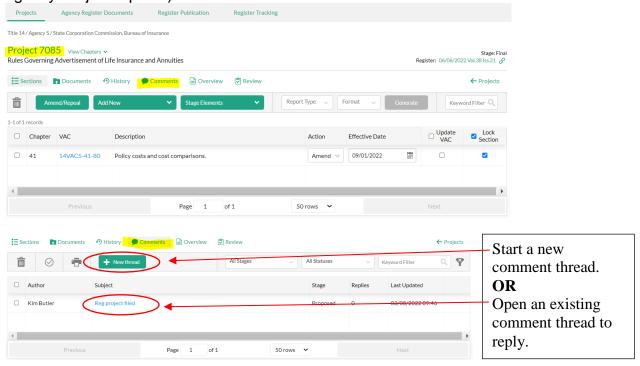
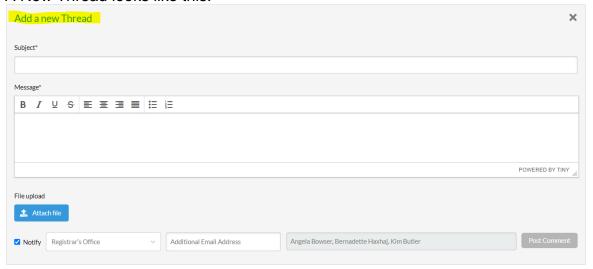
RIS COMMENT FEATURE INSTRUCTIONS & INFORMATION

Find the Comment Feature inside an RIS project (click on the RIS project number in agency Projects queue) under the Comments tab.



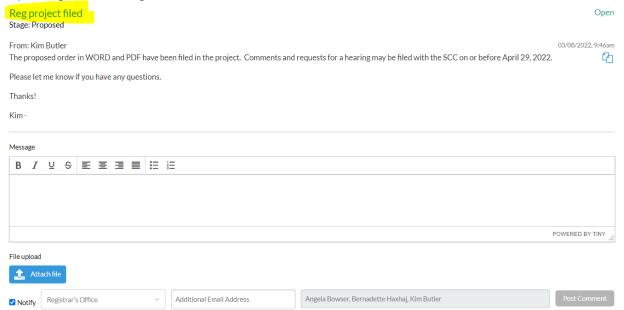
A New Thread looks like this:



Add text in the Subject and Message fields. A document can be uploaded to the comment by clicking Attach file. Under the Registrar's Office menu, select staff to receive an email notification that a comment has been added to the project. An email address may be added under Additional Email Address for another individual to receive

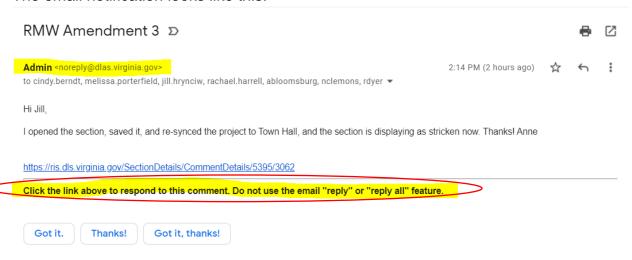
an email notification that the comment has been posted. Once the form is completed, click Post Comment.

Opening an existing comment looks like this:



Add text in the Message field. A document can be uploaded to the comment by clicking Attach file. Under the Registrar's Office menu, select staff to receive an email notification that a comment has been added to the project. An email address may be added under Additional Email Address for another individual to receive an email notification that the comment has been posted. Once the form is completed, click Post Comment.

The email notification looks like this:



Pay attention to the instructions to reply when you receive notification of an RIS comment.