Making Comments

The Comments tab is available on all form types in ProjectTeam. When you navigate to a form, you will notice many panels. In the Activity panel, you will find a Comments tab. The Comments tab is a very useful tool in helping you collaborate with other users that also have access to the form.

Posting a comment
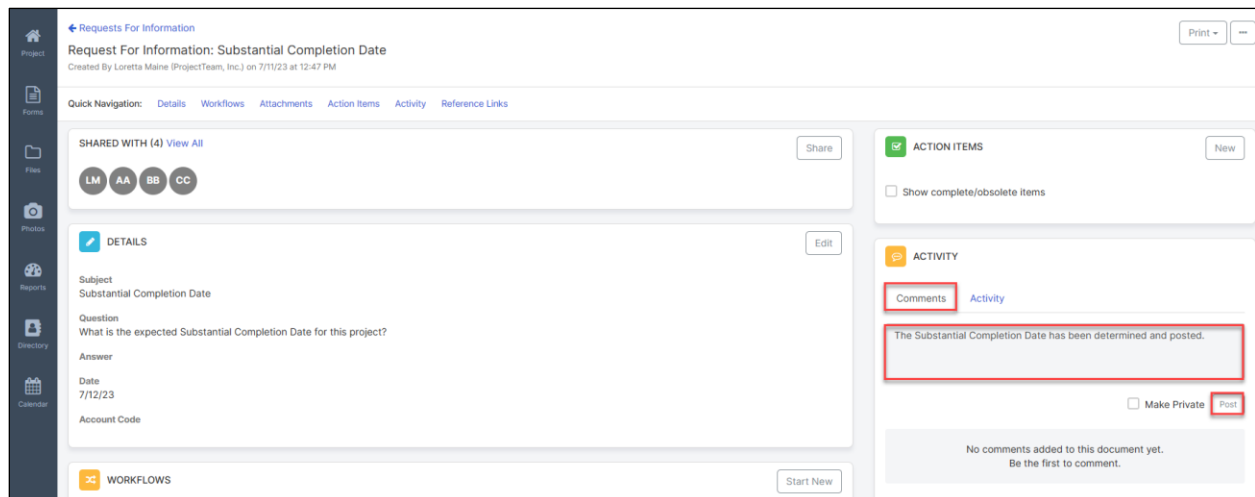@ mention a user
Posting a *Private* Comment
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Deleting a comment
Related Resources

Posting a comment

After posting, the comment will be shown in the timeline view under the input field. By default, all comments posted on the form are shown to all users that have access to the form. If users are shared the form after comments are made, those newly shared users will also be able to view existing comments (unless the comment is posted as *Private*).

1. Open the record.
2. Type into the Comments tab input field
3. Click the **Post** button.

@ mention a user

After posing a comment with @ mentions, the @ mentions will be shown in bold and all mentioned users will receive an email notification showing the posted comment. The email notification that is sent to the @ mentioned users will show the full comment and have a link back to the form so they can quickly respond if needed.

1. Inside the input box, type the "@" symbol and a list of users that have access to the form will appear. You can filter by first name, last name, or company name.
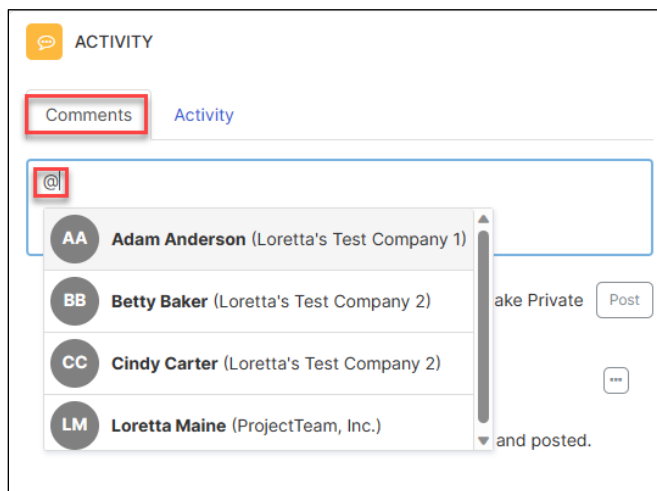

2. Once you identify the user you want to mention in your comment, click their name and the name will be shown.
3. You can continue your comment after adding your @ mention.
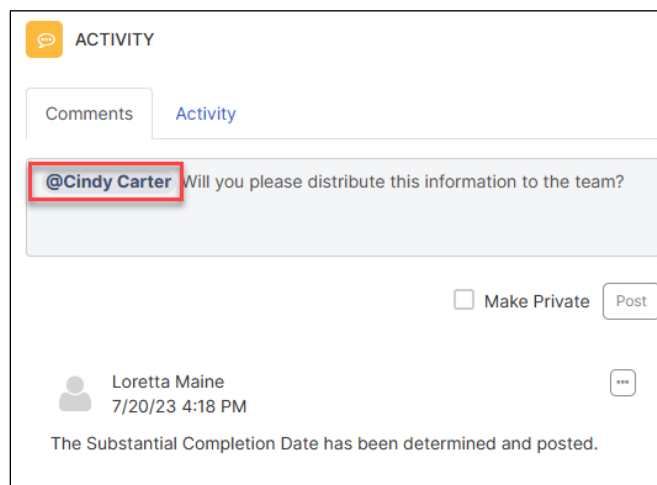

Posting a *Private* Comment
If you want to post a comment but don't want all users that have access to the form to be able to view your comment, you can check the *Make Private* box before posting.

If you mark a comment as *Private*, then only you (the author of the comment) and users whom you have @ mentioned will be able to see the comment.
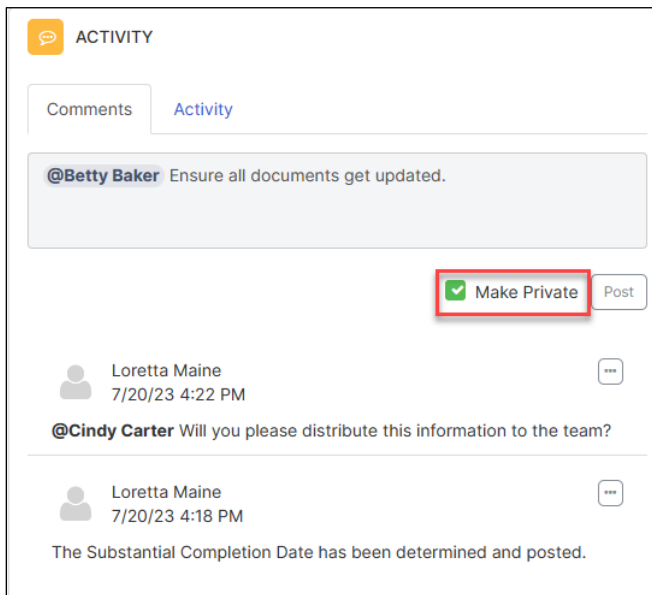

Editing a comment

If you make a mistake in a comment that you post, you have the ability to edit your comment by clicking the **Edit** option in the dropdown. You can only edit comments that you have made. When editing, you can edit the comment text, add or remove @ mentions, and change the public vs private view access. If you add a new @ mention, then upon saving a new email notification will be sent to the users included in the comment.
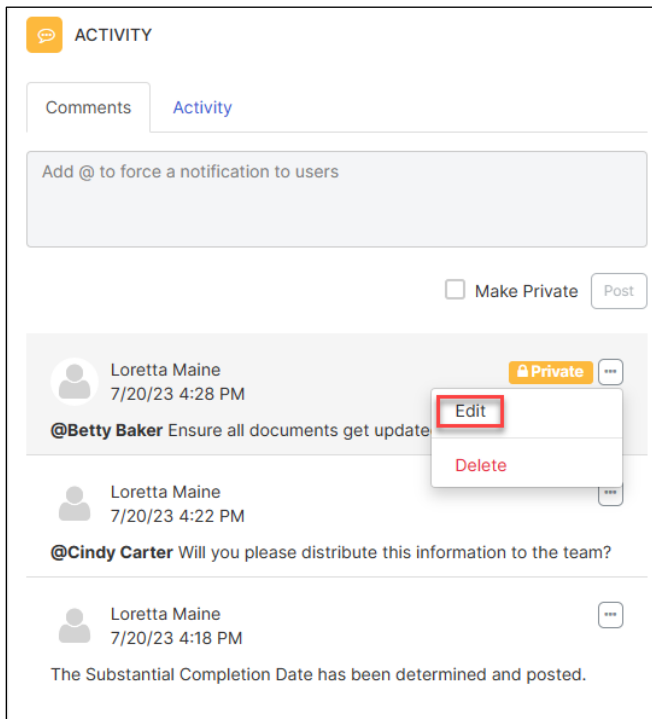
Deleting a comment

If you need to delete a comment, you can click the **Delete** option in the dropdown. You can only delete comments that you have made. There is no way to bring back a deleted comment.
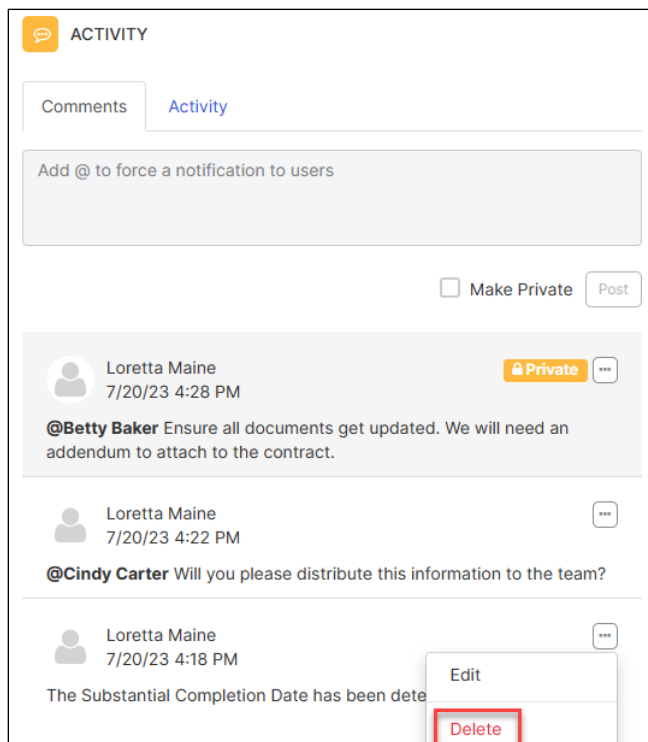
Related Resources

- Help Center Links
    - [Comments on Forms (projectteam.com)](projectteam.com)
- Quick Reference Guides and Training Videos
    - Sharing Records
    - Initiating and Completing a Workflow
    - Adding Attachments
    - Creating Action Items
    - Adding Reference links
    - File Management Overview
    - Creating RFIs
    - Responding to RFIs
    - Creating Submittals
    - Reviewing Submittals
    - Creating Drawings and Packages
    - Revising Drawings and Packages
    - Creating Meeting Minutes
    - Creating Daily Reports
    - Creating Punchlists