Add, View or Delete Cell Comments in PBCS

The purpose of this job aid is to explain how to add, view, or delete comments in the Budget Departmental Forms (Departmental Position and Transfer).

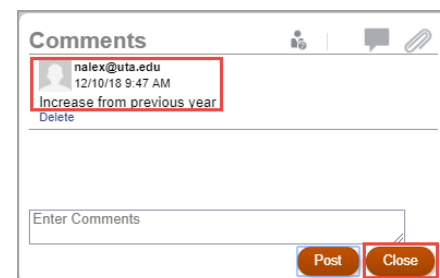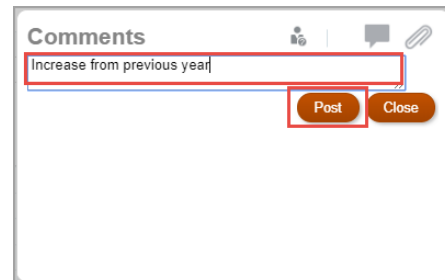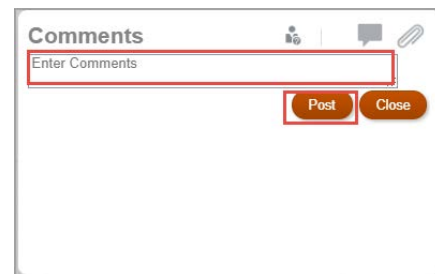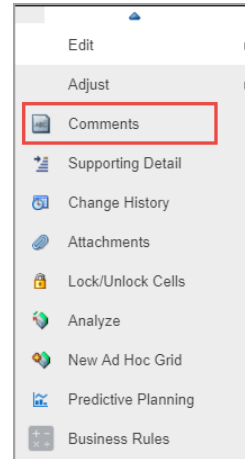| Complete the steps below to add comments to a data form: |
|---|

Add Comments

1) To add comments to a cell, right click into the cell and select **Comments** from the menu. This action is not available for the position and department/cost center cells.

2) The **Comments** window is displayed.

3) Type the message in the Enter Comments field.

4) Click **Post** to save the comment.

5) Notice, the comment, your email address, and the date/time created are displayed. Click **Close**.

6) Cells with a comment will display a triangle in the upper corner of the cell.

Add, View or Delete Cell Comments (Cont'd)

Complete the steps below to view comments in a data form:

View Comments

1) To view comments, right click into the cell that has the comment and then select **Comments** from the menu.

    Alternative: You can use the **Actions** button [Actions ▼]. Select **Comments** and click in the cell to view a note.

2) The **Comments** window is displayed. After viewing the comments, click **Close**.

Last Revision: 12/14/2018
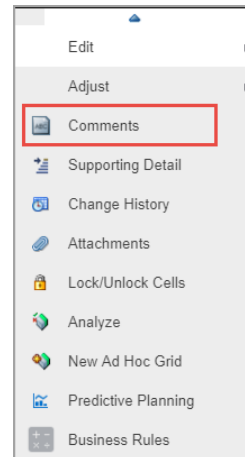
Complete the steps below to delete a comment from a data form:

Delete Comments

1) To delete a comment, right click into the cell that has the comment and then select **Comments** from the menu.

    Alternative: You can use the **Actions** button [Actions ▾]. Select **Comments** and click in the cell to add a note.

2) The **Comments** window is displayed. Select the comment you want to delete.

3) Click **Delete**.

4) After deleting the comment, click **Close**.

Last Revision: 12/14/2018