

Getting Started - Comments

The **Comment** section allow others you are sharing with to post a comment for you to see. Comments can be left on most pages within the system and can be found at the bottom of each page.

As the **recipient** of a comment you can choose to take an action based on the comment, for example updating a piece of information. You can also choose to allow others you are sharing information with to see the comment by accepting it or by declining it you keep it private so others you are sharing with cannot see it.

Posting a Comment

Comment fields are available at the end of most pages in the system. Anyone who you are sharing information with can add a comment and the comment will automatically be linked to the category of information they were commenting on.

Clare Herma	Enter your comment then
Leave a comment	select leave a comment.
Leave comment	

Viewing / Responding to a Comment

If someone has left a comment for you a number will appear in a red circle next to the speech bubble at the top of each page. Click on the **speech bubble** and you will see a list of all comments. The comments will show as either new/accepted/rejected. Click on the types of comment you want to see and a list of comments of that type (new, accepted or rejected) will be displayed.

← Back to Dashboard	Comments 🛄	
New Comm	Accepted Comments	Rejected Comments

Click on the comment to navigate to the section of the system the comment relates to.

You can now read the full comment and make your choice about accepting or rejecting the comment.

← Back t	o Dashboard	Comments 🛄		
	New Comments All Pages	Accepted Comments	Rejected Co	omments
	Clare Herma 11/06/2017 16:50 I think you also like cuddly gi			Likes and Dislikes

Accepting & Declining a Comment

Once in the section the comment was posted in you can now choose to accept or decline a comment. If you **accept** the comment others you share with will be able to **see** the comment, if you **decline** the comment, it stays **private** to you. You can decide if, as a result of the comment, you want to change any information you have entered into the system.

← Back to Dashboard	About Me - Likes and Dislikes 🛛 🛱	(2) Shows the number of comments on this page
		this page
	Comments (2)	

Comments	Shows person who posted the comment.
Clare Herma	
11/06/2017 16:50	This comment has been declined . And
I think you also like cuddly giraffe	will be listed under the rejected
Declined Accept Comment	comments tab. You can change it to accepted if you like.
Clare Herma	
	This comment has been accepted and
11/06/2017 16:58	will be listed under the accepted
I know you don't like fish fingers, lets add that to the list of food you don't like.	comments. You can change it to
Accepted Decline Comment	declined if you like.