# 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.
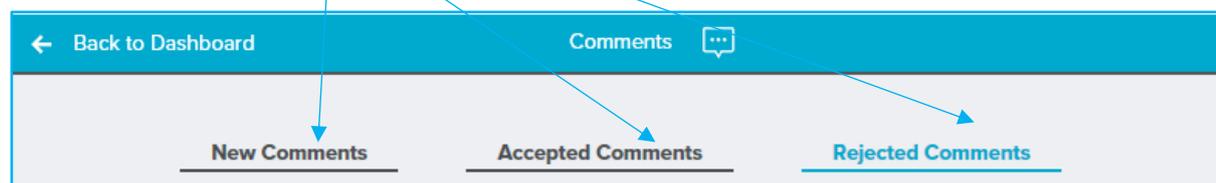
Posting a Comment

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.

Enter your comment then select **leave a comment**.
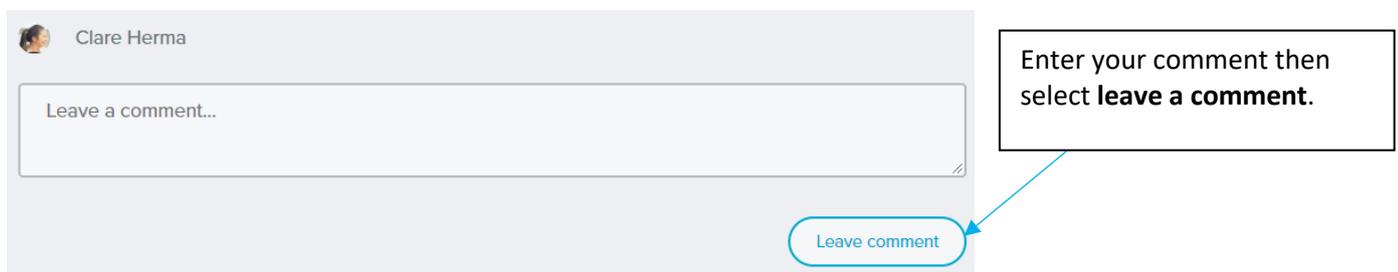
Viewing / Responding to a Comment

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.

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.
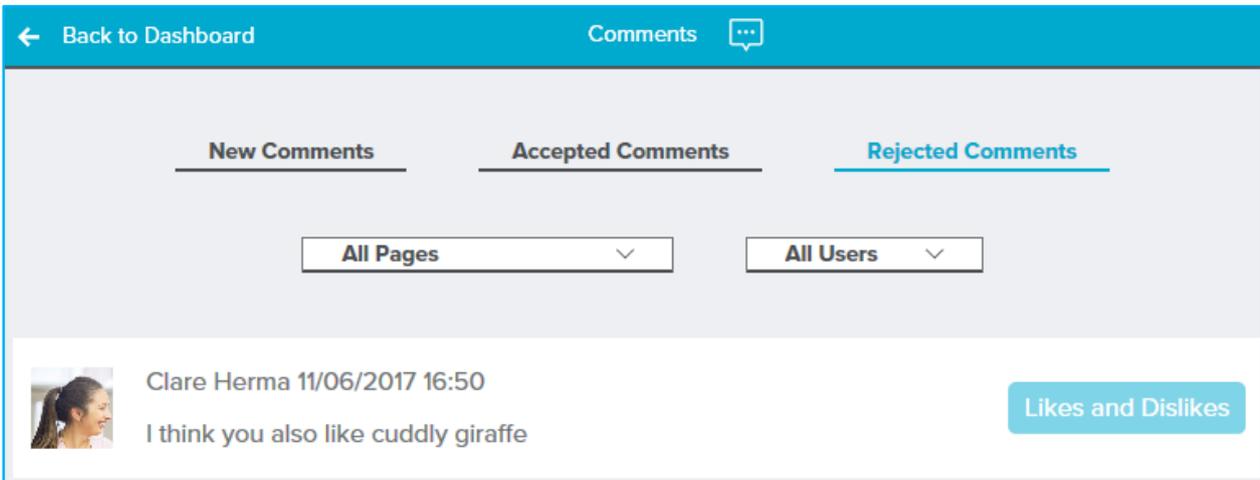
Accepting & Declining a Comment

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.

(2) Shows the number of comments on this page

Shows person who posted the comment.

This comment has been **declined**. And will be listed under the rejected comments tab. You can change it to accepted if you like.

This comment has been **accepted** and will be listed under the accepted comments. You can change it to declined if you like.