NOTE: Adding Comments is a crucial step in documenting the reason for actions taken and communicating with other users involved in a transaction in UShop. **It is important to understand that all comments made in UShop are permanent and viewable. Please be discrete and professional when adding comments.**

There are several ways to add comments:

1. **Comments Tab in Cart**

   a. When a cart has proceeded to checkout, a series of tabs are available to the user. Click on the **Comments** tab.

   b. Now click on the **Add Comment** button. This brings up a field in which you may type a message to the requisitoner to whom you will assign this cart. Click **Add Comment**. Your comment is now recorded and may be viewed in both the **Comments** tab and the **History** tab.
2. Comments Tab on Requisition

a. When a requisition is submitted, a series of tabs similar to those seen in the cart are available to the user. Note that when a numeral in parentheses appears on the Comments tab, such as the (1) below, this means there is a comment which should be read. Click on the Comments tab.

b. Here you can view the comment that was made previously. To make another comment, click on the Add Comment button.
c. Now that the order is in requisition workflow, the **Add Comment** button will provide not only a field for your comment, but also the option to email your message to one or more specific individuals.

![Add Comment](image)

**Add Comment**

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

- MARY LOUISE HUGHES (Prepared by)
  <mhughes@purchasing.utah.edu>

**I have confirmed the number of desks is correct.**

Attach file to this document (optional): File

[Add Comment] [Close]

---

d. You may select from the individuals listed by clicking the box next to their name, or click on **add email recipient** to select additional people. A **User Search** to help you select your email recipients.

![User Search](image)

**User Search**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>User Name</th>
<th>Email</th>
<th>Results Per Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

[Search]
e. When the appropriate email recipients are selected and you have typed in your comment, click on Add Comment.

3. **Select Comment from the Available Options dropdown menu.**
   
a. A user may select **Add Comment** from the available actions dropdown menu in a requisition, and click **GO**.

   ![Add Comment](image)

   b. This takes you into the **Comments** tab. Follow steps 2b – 2e to add a comment.

4. **A comment required with certain Available Actions**
   
a. A comment will be required when you select Available Actions that send the requisition to another specific user, such as **Forward to...** After you select the person to whom you will forward the requisition, a field will appear in which you must provide a reason for your action.

   ![Forward to](image)

5. Type in an explanation and click **Forward**.