

Comments help provide additional information about a page as it is being reviewed or approved. All comments are displayed in the **History** area. Notes provide information about uploaded files and job details that can be seen by all users or only staff users.

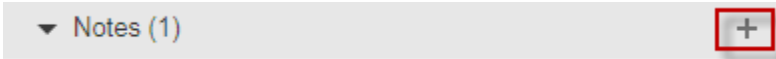
Comments

A **Comments** box appears when:

- You request review or approval of pages
The comment that you enter appears in the Job History window, under **Transactions** and in e-mail notifications sent automatically to the users whom you requested to review or approve the page, to the job CSR, and to users who subscribed to the event.
- You set the page status to Reviewed - OK, Reviewed - Not OK, Request Corrections, Approved, or Rejected
Note: Only approve, reject, or request correction comments will appear under **Page Information**.

Notes

You can view notes that were created in the panel on the right side, or during upload.

- To add a note:
 1. In the panel on the right side, click the plus  button.
 2. In the Add Note window that appears, only a staff user decides who can see the note, **Staff Users only** or **All users**. Notes that are created by customer users can be seen by all users.
 3. Type your note and click **Add**.
 4. As a staff user, in the **Show** list, you can display notes that are for **Staff Users only**
Note: If a note is created in InSite, it will be displayed in that job in Prinergy Workshop.
- You can add a note during the upload process:
If you add a note about your upload, it will appear in the **Notes** area, in the e-mail notification, and in the job history.