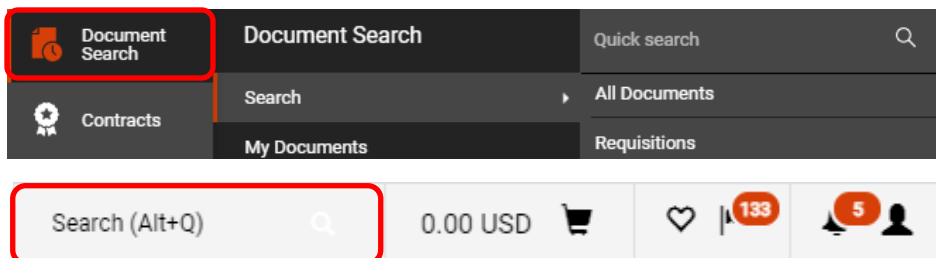


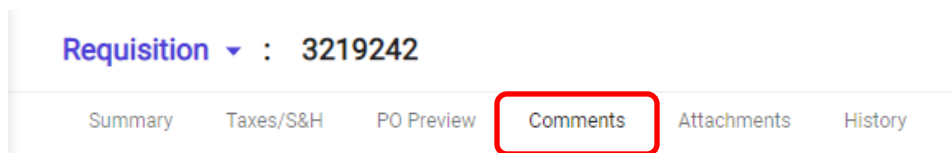
Adding a Comment

Adding a New Comment

1. To add a comment to a document in BennyBuy, you first need to be in that document. Documents can be searched for by using the **Document Search** tab, or by using the **Search** box in the upper right hand corner.



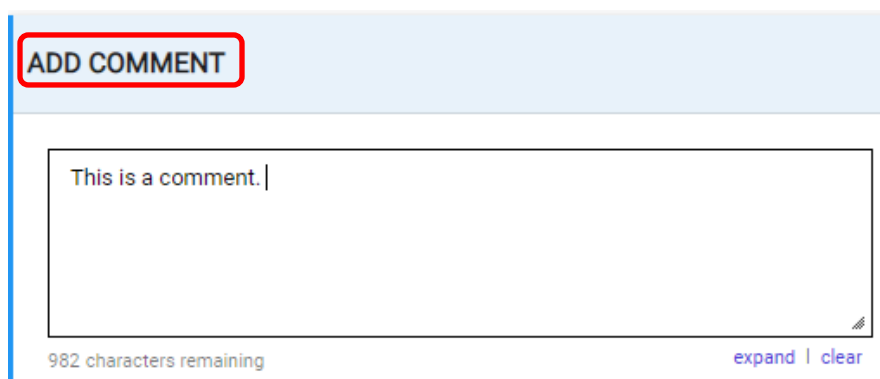
2. Once you are in the document, select the **Comments** tab along the top menu.



3. To add the comment, select the **+** symbol near the **Show Comments for** box.



4. The **Add Comment** box will open. Begin by typing your comment in the text box.



Adding a Comment

- Any user already associated with the document will be listed. To select a user to send a comment to, check the checkbox next to their name. When you select a user, a checkmark will appear next to their name.

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) | [Add recipient](#)

Lane Byrnes (Requestor, Approved) <lane.byrnes@oregonstate.edu>

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) | [Add recipient](#)

Lane Byrnes (Requestor, Approved) <lane.byrnes@oregonstate.edu>

- To add other user's to a comment, select the **Add Recipient** link.

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) | [Add recipient](#)

- The user search box will open. Enter your search criteria, such as first and last name, and then click **Search**.

User Search ×

Last Name ●

First Name ●

User Name ●

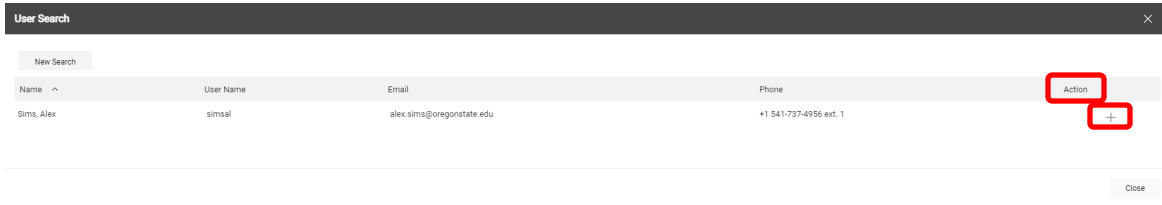
Email ●

Role ●

Results Per Page ●

Adding a Comment

8. Based on your search criteria, a list of results will appear. Click the **+** symbol under the **Action** column for the user you'd like to select. Repeat this process as needed to add multiple users.



9. If you need to add an attachment to your comment, select the **Choose File** button. If you'd like to give the attachment a name, you can do so by using the **File Name** field. Otherwise, the attachment name will default to the name of the attachment. Please note that any attachments you add via comment will also show under the **Attachments** tab on the document.

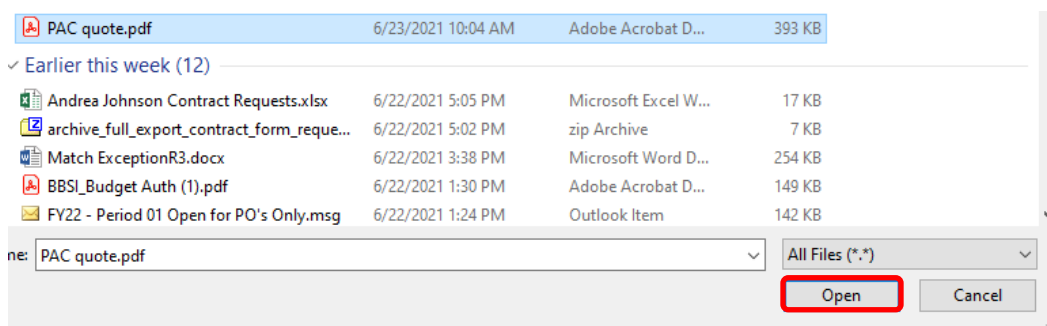
Attach file (optional)

Attachment Type File Link/URL

File Name

File

10. This will open the file explorer on your computer. Select the attachment you'd like to add, then click **Open**. Your attachment will now be added.




Attach file (optional)

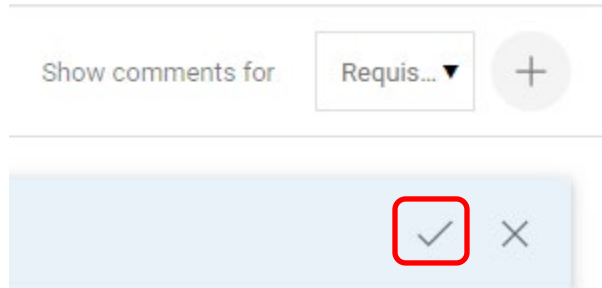
Attachment Type File Link/URL

File Name

File

Adding a Comment

11. When you are ready to finalize your comment, select the  symbol. The comment will be added to the document and any recipients you have selected will receive an email notification.



Lane Byrnes - 6/24/2021 10:14 AM

This is a comment.

Email sent: Lane Byrnes <lane.byrnes@oregonstate.edu>, Alex Sims <alex.sims@oregonstate.edu>

Attachment Added: [Quote](#) X

Replying to a Comment

1. When a comment is sent to you, you will receive an email notification. Within that email, you can click the **View Comment** link to be taken directly to the document in BennyBuy.



Oregon State University

COMMENT ADDED TO REQUISITION #: 3219242
Cart Name: 2021-03-24 byrnesl 02
Requestor: Lane Byrnes

Dear Lane Byrnes,

Lane Byrnes has commented on Requisition 3219242


Comment: This is a comment.

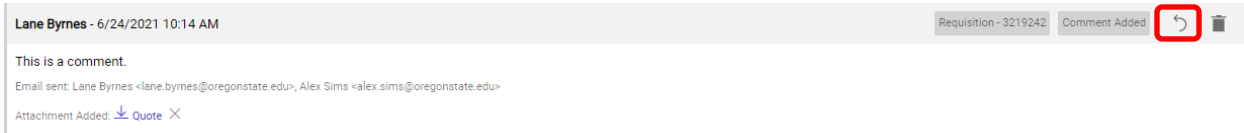
Attachment: Quote


To reply to this comment click on the following link


[View Comment](#)


Adding a Comment

- To reply to the comment, select the  symbol in the comment you'd like to reply to.



Lane Byrnes - 6/24/2021 10:14 AM Requisition - 3219242 Comment Added 


This is a comment.
Email sent: Lane Byrnes <lane.byrnes@oregonstate.edu>, Alex Sims <alex.sims@oregonstate.edu>
Attachment Added: [Quote](#) 

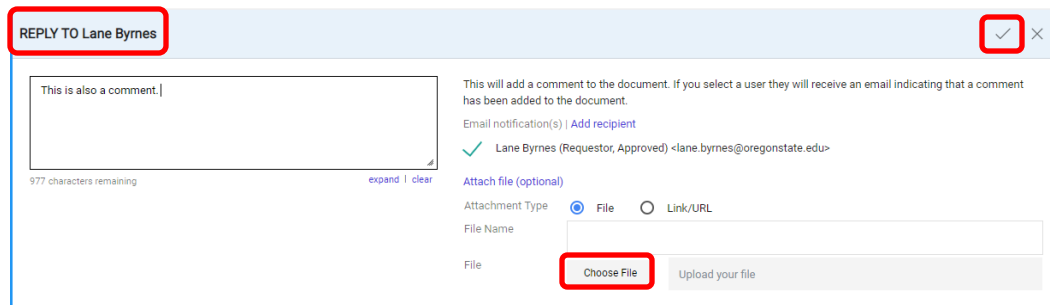
- The **Reply To** box will open. By default, the system will check the user who sent the comment as a recipient. To add other recipients to your reply use the **Add Recipient** link. If needed, you can remove recipients by clicking the  symbol next to their name.


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) [Add recipient](#)

Lane Byrnes (Requestor, Approved) <lane.byrnes@oregonstate.edu>

- Enter your reply in the text box. If needed, you can add an attachment by clicking the **Choose File** link. Once the desired fields have been completed, select the  symbol to finalize your reply.



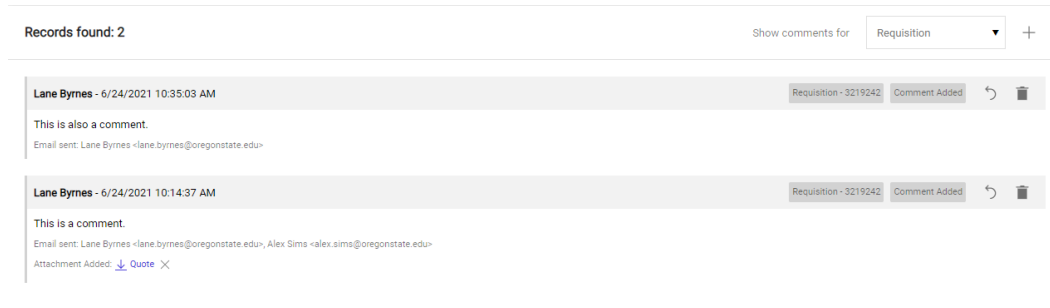
REPLY TO Lane Byrnes 



This is also a comment. |
977 characters remaining [expand](#) [clear](#)



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) | [Add recipient](#)

Lane Byrnes (Requestor, Approved) <lane.byrnes@oregonstate.edu>



Attach file (optional)
Attachment Type File Link/URL
File Name
File [Choose File](#) Upload your file



Records found: 2 Show comments for Requisition  

Lane Byrnes - 6/24/2021 10:35:03 AM Requisition - 3219242 Comment Added  

This is also a comment.
Email sent: Lane Byrnes <lane.byrnes@oregonstate.edu>

Lane Byrnes - 6/24/2021 10:14:37 AM Requisition - 3219242 Comment Added  

This is a comment.
Email sent: Lane Byrnes <lane.byrnes@oregonstate.edu>, Alex Sims <alex.sims@oregonstate.edu>
Attachment Added: [Quote](#) 