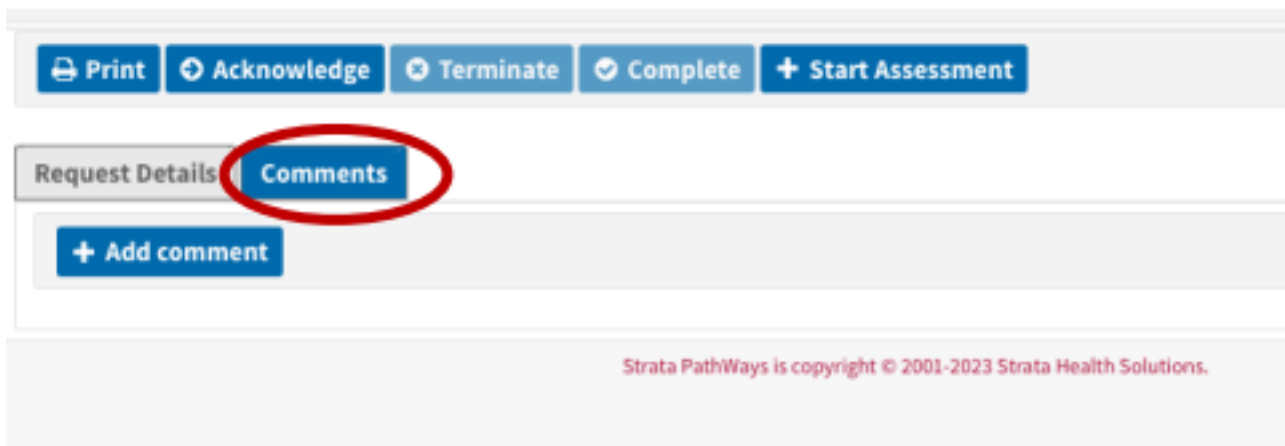


7. How to Add Comments within a Service Request

Although there is no write-back functionality with a Service Request, comments can be added to a request to capture communication relevant to the request and will be viewable by other ITOCH team members.

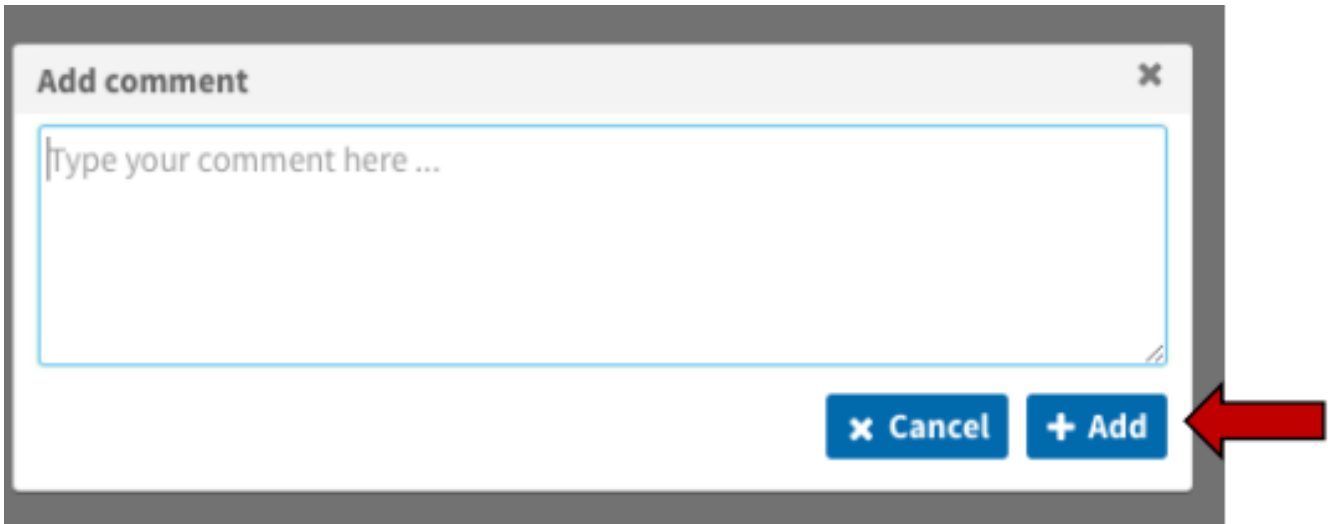
This is done from the Comments tab.



Then click +Add comment.



Add your comments in the text box that opens. And click +Add



Comments will stack in date/order on the Comments page



Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=343>