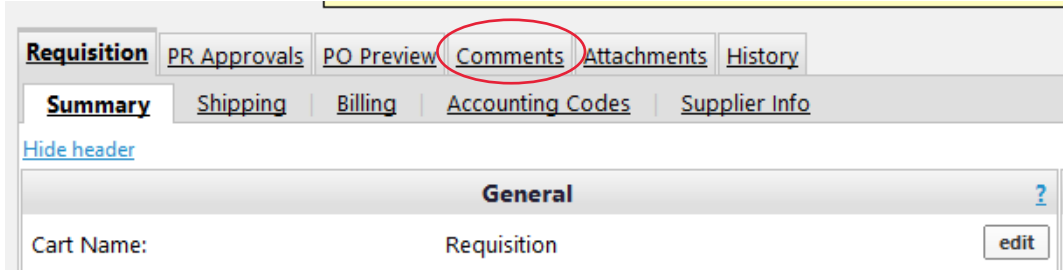


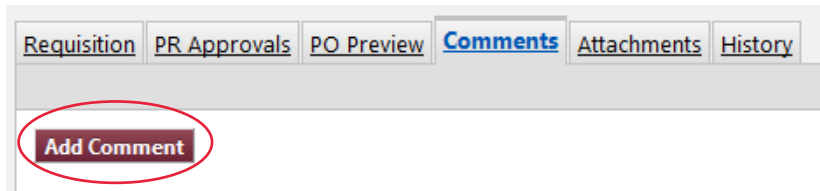
Overview

This Job Aid is to guide users to creating comments in new and existing Requisitions.

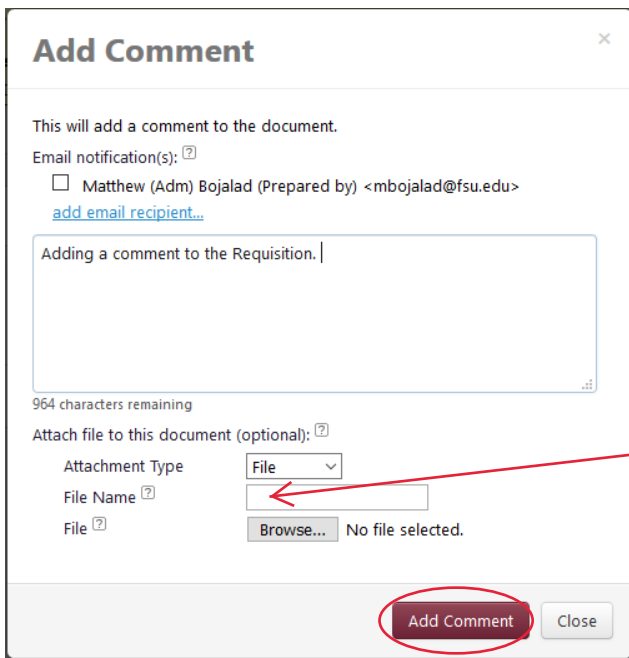
When entering/updating the Requisition, at the top of the screen in the header section, click the **Comments** link.



Once selected, click the "Add Comment" box.



Once clicked, the Add Comment dialog box will appear. Type your comment, and select **Add Comment** to submit. You may add an attachment if need be, before submitting, by selecting Browse...



When adding a file, please be sure to fill out the "File Name" section, as it will be required to add the attachment.