Saved Comments in Grain

Last Modified on 03/05/2025 9:09 am CST

Setup

To set up Saved Comments in Grain, go to Setup / Saved Comments, and choose Add.

🖳 Select a Saved Cor	nment	
	🖷 Add a Saved Comment 🦳 — 🗌 🗙 📃	
Comment Type 🛆		Add
	Comment Type Purchase Contract ~	Edit
	Expiration Date/_/	
	All contracts must be signed and returned within	Delete
	10 business days of issuance of the contract by	Delete
	the elevator.	Expired
	Save	Report
	Save	Cancel
Comme	✓ Cancel	Cancer
	t Type Filter	
	All	~

- 1. Select the type of operation for this comment under Comment Type.
- 2. Enter an Expiration Date (if one is needed).
- 3. Enter the comment.

Using a Saved Comment

Upon adding the transaction chosen from the Comment Type drop-down when setting up the saved Comment, locate the *Comments* area.

1. Double click in the *Comment>* field.

🛃 Add a Purchase Contr	act	\times
General History Comm	nents Minimum Priced Splitout Info	
<comment></comment>		
Add Comment Comment Date Cor	Select Saved Comments X Comment Select All contracts must be signed and returned within 10 business days of issuance of the contract b Cancel	1
	Comment	
	Assign Buyer Signature Print Contract on Save Split Save Cance	

2. On the Select Saved Comments window, only Comments saved for the current operation will be available.

Select the Comment to use. This automatically defaults onto the transaction.

Add a F	urchase	Contract								
eneral	History	Comments	Minimum Priced	Splitout Info						
<comme< td=""><td>ent></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></comme<>	ent>									
All contr	acts mus	t be signed a	and returned with	n 10 business	days of issuance of the c	contract by the eleve	ator.			~
Add (Comment	Commen	+				Accept	Delete		~
3/05/20				d and returne	d within 10 business day	s of issuance of the	e contract by the e	elevator.		

- 3. To add multiple comments, repeat Steps 1 and 2.
- 4. When finished selecting Comments and after completing the rest of the transaction, select **Save**.