

Saved Comments in Grain

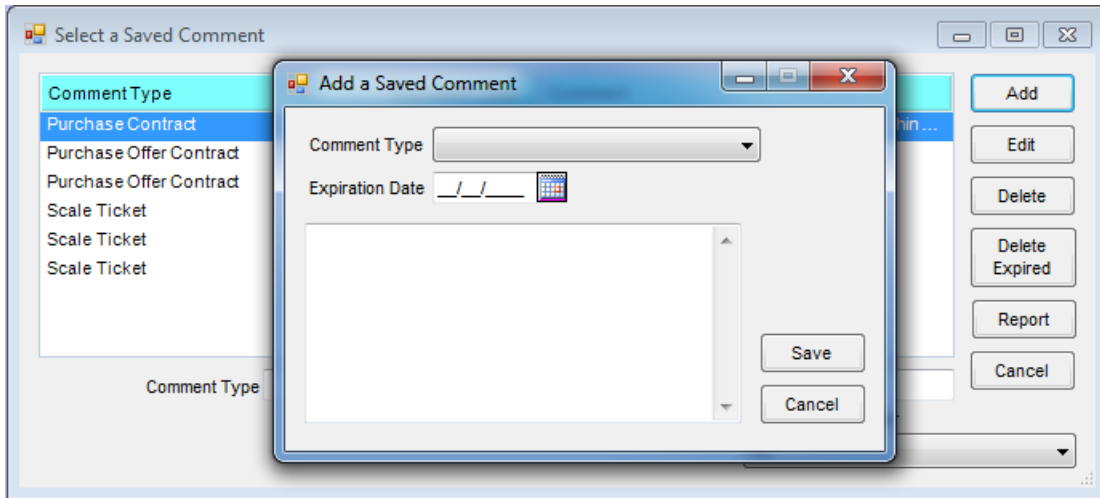
Last Modified on 12/22/2022 9:12 am CST

Q. How to setup and use saved comments.

A.

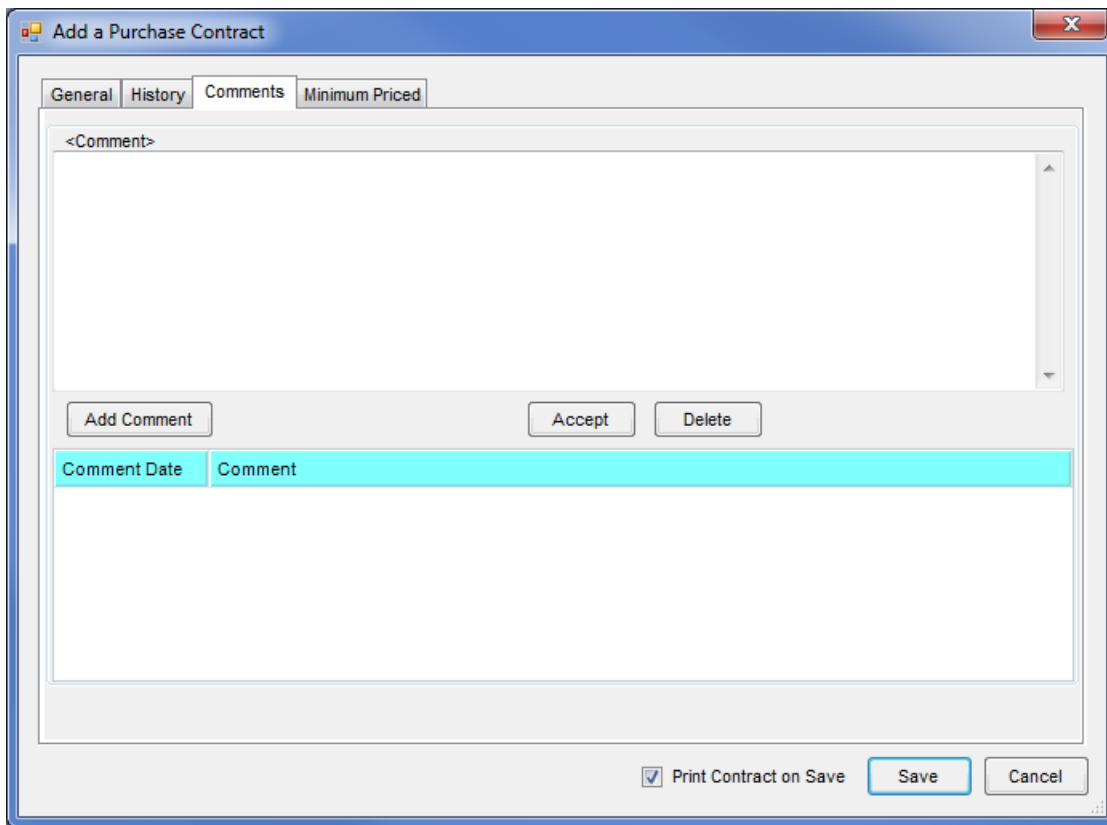
Setting Up a Saved Comment

1. In the Grain module, go to *Setup / Saved Comments*.

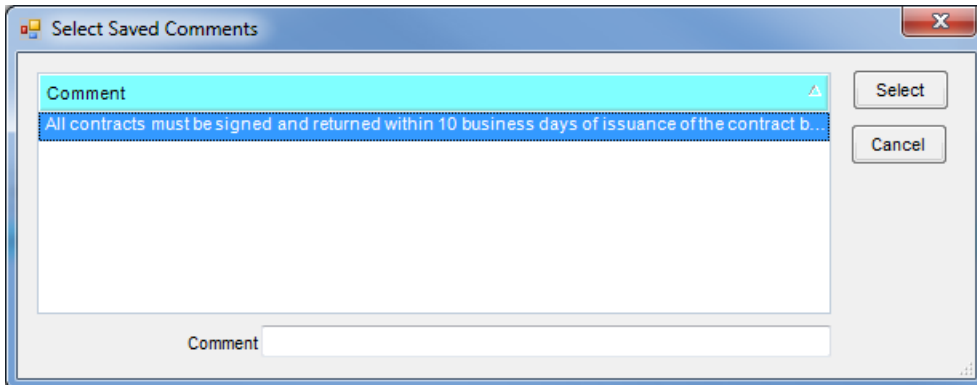


2. Select the type of operation for this comment
3. Enter an expiration date (if one is needed).
4. Enter the comment.

Using a Saved Comment



1. Double click in the top box.
2. A Saved Comments list box will appear. It will display only comments that were saved for the current operation.



3. Select the comment to use. This comment will automatically default into the bottom comment box.

The screenshot shows a software window titled "Add a Purchase Contract" with a close button in the top right corner. The window has four tabs: "General", "History", "Comments", and "Minimum Priced". The "Comments" tab is active. Inside the tab, there is a text area with a scroll bar containing the text: "<Comment> All contracts must be signed and returned within 10 business days of issuance of the contract by the elevator." Below the text area are three buttons: "Add Comment", "Accept", and "Delete". At the bottom of the tab is a table with two columns: "Comment Date" and "Comment". The table contains one row with the date "04/07/2014" and the same comment text. Below the table is a large empty text area. At the bottom of the window, there is a checked checkbox labeled "Print Contract on Save", and two buttons: "Save" and "Cancel".

| Comment Date | Comment |
|--------------|--|
| 04/07/2014 | All contracts must be signed and returned within 10 business days of issuance of the contract by the elevator. |

4. To add multiple comments, repeat steps 1-3.
5. When finished selecting comments, click **Save**.