

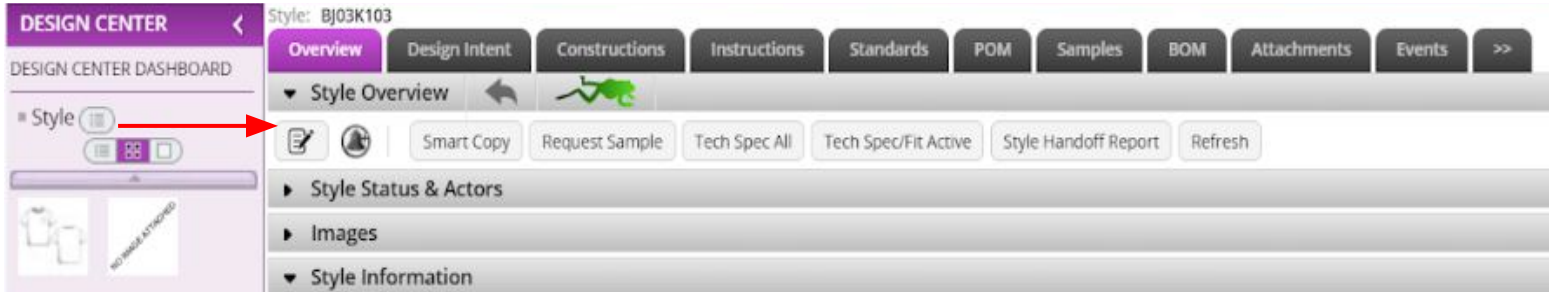
OVERVIEW PAGE

THREADED MESSAGING: START A THREAD

1. Navigate to the Style Overview page, click on the **Notebook** icon.



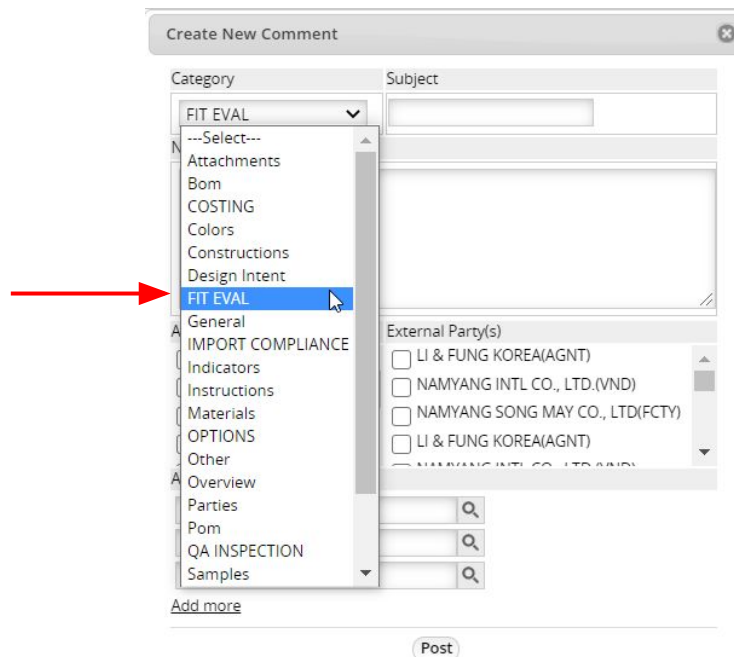
Note: The notebook icon will turn pink when there is a message.



2. The Tech Spec Comments window will open. Click **New Comment**.



3. The Create New Comment window will open. Fill in the category field by clicking on the down arrow and selecting from the drop down menu.



OVERVIEW PAGE

THREADED MESSAGING: START A THREAD (CONT'D)

4. Type ahead to fill in the subject field and new comment field. Make sure to sign the message.

The screenshot shows a 'Create New Comment' dialog box. At the top, there is a 'Category' dropdown menu with a downward arrow and the text '---Select---'. To its right is a 'Subject' text input field. Below these is a 'New Comment' section with a large text area. A red arrow points to the 'Subject' field, and another red arrow points to the 'New Comment' text area.

5. To choose Actors, click the box next to their name. All chosen actors will receive an email notification of the message along with any responses. Once all fields are filled out and actors are selected, click **Post**.

Note: All internal and external users included on the style can see ALL messages. If an external partner replies, no other external partner will see their reply.

This screenshot shows the 'Create New Comment' dialog box with additional options. Below the 'New Comment' text area, there are two columns: 'Actor(s)' and 'External Party(s)'. The 'Actor(s)' column contains a list of checkboxes next to names: TD FOOTWEAR, NOT APPLICABLE, PAIGE SEDERBERG, HALIE CONYERS, and LUCY BARNHART. A red arrow points to the checkbox for 'TD FOOTWEAR'. Below this list is an 'Add more Actors' section with three search input fields, each with a magnifying glass icon. At the bottom of the dialog is a 'Post' button, which is highlighted with a red arrow.

