

# OVERVIEW PAGE

## THREADED MESSAGING: ADDING ADDITIONAL ACTORS – OPTION 1

1. Type ahead in the first empty box under Add More Actors.
2. Double click on the name of the actor to select.
3. Repeat if needed in empty Add More Actors boxes. Click **Add More** if more than three actors need to be added.
4. Click **Post** once all additional actors have been added.

The screenshot shows the 'Create New Comment' form. At the top, there are fields for 'Category' (a dropdown menu) and 'Subject' (a text input). Below these is a large text area for the 'New Comment'. Underneath the text area are two columns of checkboxes: 'Actor(s)' and 'External Party(s)'. The 'Actor(s)' column contains four options: 'TD FOOTWEAR', 'NOT APPLICABLE', 'PAIGE SEDERBERG', and 'HALIE CONYERS'. Below the checkboxes is the 'Add more Actors' section, which consists of three empty search boxes with magnifying glass icons. This section is highlighted with a red box, and a red arrow points to the first search box. Below the search boxes is an 'Add more' link and a 'Post' button.

This close-up shows the 'Add more Actors' search box with the text 'hallem' entered. Below the search box, a list of search results is displayed. The first result, 'REBECCA HALLEMAN', is highlighted with a red box. To the right of the name is the email address 'rebecca.halleman@kohls.com'. A red arrow points from this result to the next screenshot.

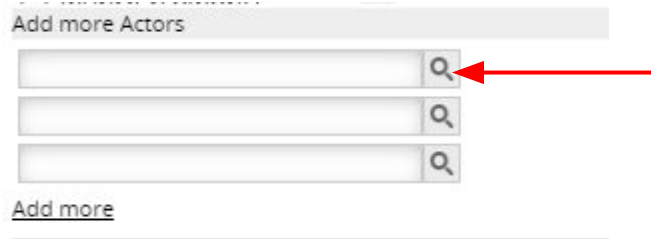
This close-up shows the 'Add more Actors' search box with 'REBECCA HALLEMAN' selected. The name is now in the search box, and the magnifying glass icon is visible. Below the search box is an 'Add more' link and a 'Post' button. The 'Post' button is highlighted with a red box, and a red arrow points to it from the previous screenshot.



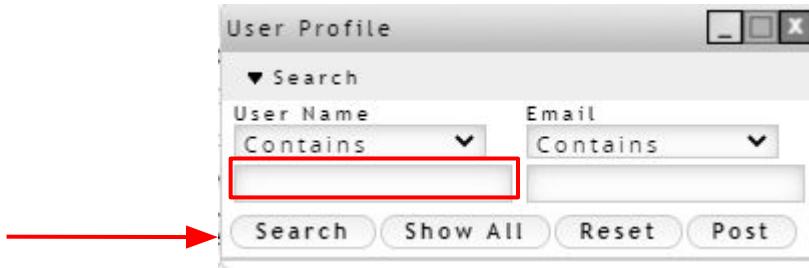
# OVERVIEW PAGE

## THREADED MESSAGING: ADDING ADDITIONAL ACTORS – OPTION 2

1. Click the magnifying glass under Add More Actors.



2. The User Profile window will open. Type ahead in the User Name field to search for the actor to add. Then click **Search**.



3. Click the box next to the actor and click **Post** or double click on the name of actor to add.



4. Repeat if needed in empty Add More Actors boxes. Click **Add More** if more than three actors need to be added.
5. Click **Post** once all additional actors have been added.

