

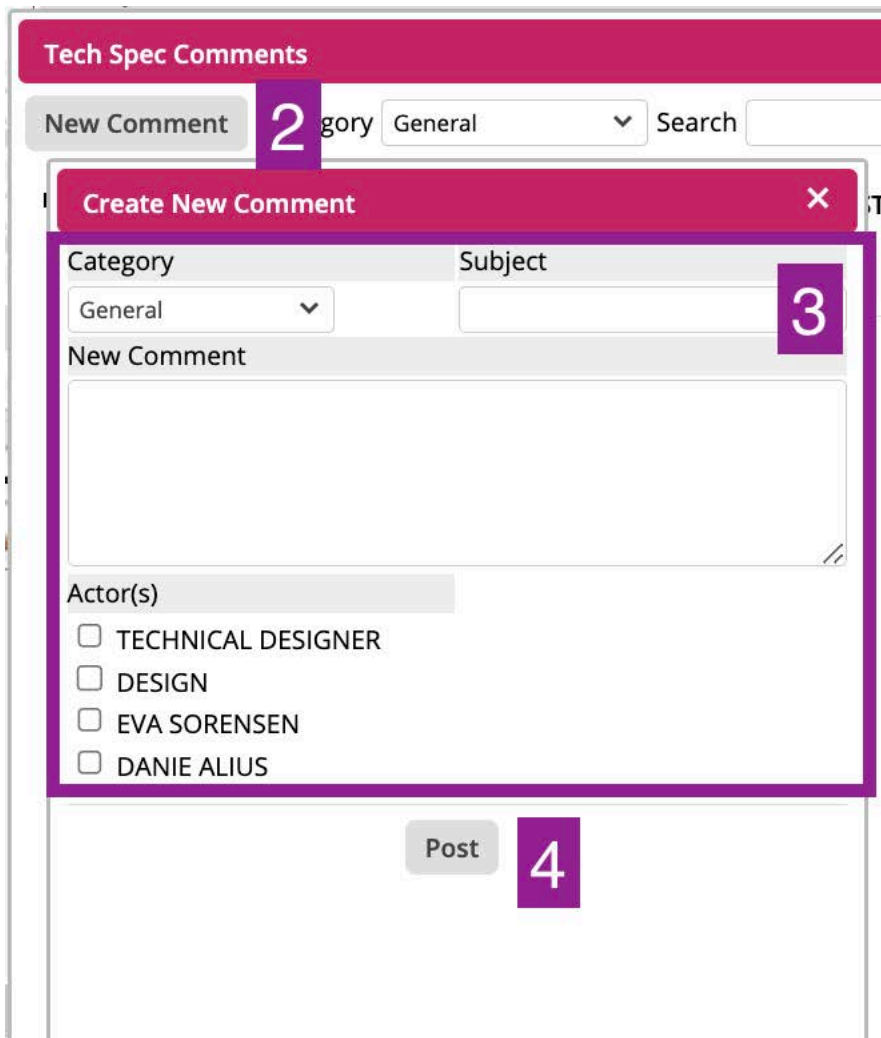


# onePLM Threded Messaging - manual alerts

## Send a Comment

1. Click the notes icon wherever you see it  This icon will turn pink when there is a message 
2. Select "New Comment"
3. Enter your Category, Subject & New Comment; then Select the actors / external parties or manually add users in the 'more actors' section.
4. Click **Post**



Tech Spec Comments

New Comment **2** Category General Search

Create New Comment **3**

Category Subject

General

New Comment

Actor(s)

- TECHNICAL DESIGNER
- DESIGN
- EVA SORENSEN
- DANIE ALIUS

Post **4**

If a comment is sent to an internal (Kohl's) actor, they will receive both an email and a dashboard alert.

If a comment is sent to an external actor, they will receive an email.

If the external actor was a person, example Jane Smith, it will go to the email listed on Jane's profile.

If the external actor was a party, example Great Tee Vendor, it will go to the email listed on Great Tee's party record.

# Reply to a Comment

1. Click **Reply**
2. Enter your message
3. *OPTIONAL STEP:* Add Actors. Select the actors / external parties or manually add users in the 'add more actors' section.
4. Click **Post**

The screenshot shows the 'Tech Spec Comments' interface. At the top, there is a header bar with the title 'Tech Spec Comments'. Below the header, there are navigation buttons: 'New Comment', 'Category' (set to 'General'), a search bar, 'Reset', 'Most Recent', and 'Most Active'. The main content area displays a comment from a user named 'test'. The comment text is 'General: test initiated by VENDOR W/O AGENT (TEST DOMESTIC VENDOR - V2010 UPGRADE)'. The comment was posted on 'Jul 18, 2024 at 01:34 PM' and has '0 Comment(s)'. A 'Reply' button is highlighted with a red box. Below the comment, there is a text input field for the reply and a 'Post' button, also highlighted with a red box. Underneath the input field, there are two columns of checkboxes for selecting actors and external parties. The 'Actor(s)' column includes 'ELIZABETH TARLETON', 'KELLY JENSON', and 'PRODUCT MANAGER (READY-TO-WEAR)'. The 'External Party(s)' column includes 'LI & FUNG TEST AGENT - V2010 UPGRADE(AGNT)', 'TEST DOMESTIC VENDOR - V2010 UPGRADE(VND)', 'TEST DOMESTIC VENDOR - V2010 UPGRADE(VND)', and 'SIRIS (GANGLONG) KNITTING CO.,LTD(MILL)'. Below these columns, there is an 'Add more Actors' section with three search input fields and an 'Add more' link.