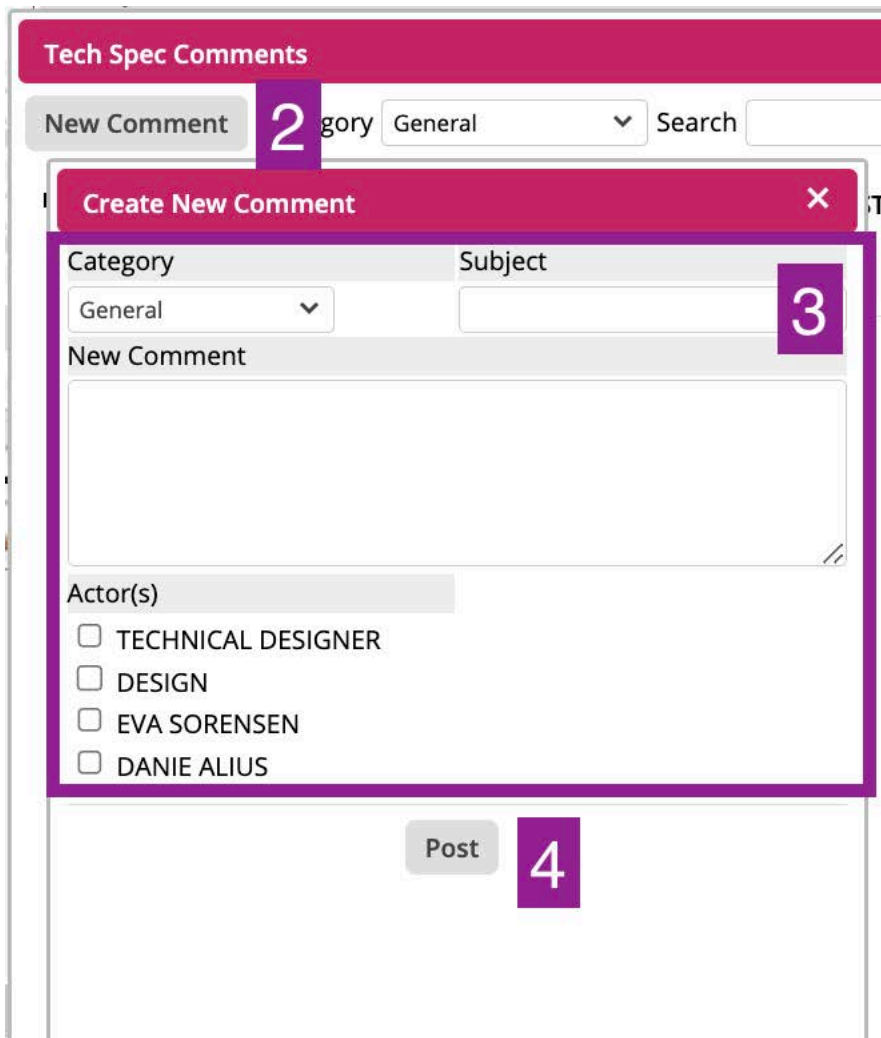# onePLM Threded Messaging - manual alerts

Send a Comment

1. Click the notes icon wherever you see it [icon] This icon will turn pink when there is a message [pink icon]

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**

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**

Tech Spec Comments

New Comment   Category [General ▼]   Search [   ] 🔍   Reset   Most Recent   Most Active

General: test initiated by **VENDOR W/O AGENT (TEST DOMESTIC VENDOR - V2010 UPGRADE)**
test

Reply   Recipients | Print   Jul 18, 2024 at 01:34 PM   0 Comment(s)

[   ] ✕

Post

Actor(s)
- ☐ ELIZABETH TARLETON
- ☐ KELLY JENSON
- ☐ PRODUCT MANAGER (READY-TO-WEAR)

External Party(s)
- ☐ LI & FUNG TEST AGENT - V2010 UPGRADE(AGNT)
- ☐ TEST DOMESTIC VENDOR - V2010 UPGRADE(VND)
- ☐ TEST DOMESTIC VENDOR - V2010 UPGRADE(VND)
- ☐ SIRIS (GANGLONG) KNITTING CO.,LTD(MILL)

Add more Actors
[   ] 🔍
[   ] 🔍
[   ] 🔍

Add more