

## How to Create and Update Asset Comments

1. Click the **Location/Comments/Attributes** tab

General Information | Operation/Maintenance | Asset Acquisition Detail | **Location/Comments/Attributes** | Manufacture/License/Custodian

2. If there are prior comments, add your comments in the **Comments section** in the following manner:
  - a. Click the **+** icon on the top right corner of this section. This step is not necessary if there are no prior comments in the record.

Comments [Search] [Navigation] 1 of 2 [View All]

Date/Time: 02/12/2015 10:14:05AM **+**

- b. Type your comments in the **Comment field**

Comments [Search] [Navigation] 3 of 3 [View All]

Date/Time: 04/09/2020 3:41:47PM **+**

User Name	Source
<b>Comment</b>	

- c. Your name and username will populate after you have saved your comment.

3. Click **Save** at the bottom left corner of the screen

**Save** | Return to Search | Add | Update/Display | Include History