



## Making record-level comments

Plan	Free and Professional
User Permissions	Manager, Editor, Data Maintainer, and Commenter
Platform	Web, Android, and iOS

Collaborate with your team on specific records with these few simple steps.

### Commenting on records

1. Navigate to the record's serial number.
2. Hover over the record to reveal the expand  button.
3. Click the expand record  button and a pop-up will appear that contains all the data of the chosen record.
4. On the right-hand side of the pop-up screen, you'll see the **Add Comment** button.
5. Click the button to open the comment box. You can comment and even attach files to the comments in the comment box.
  - You can also mention a user in your comment to notify them.