



Record Level Comments

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With Zoho Tables Record Comments, collaborate with your team and pay attention to each record. You can comment on any record, tag your teammates and get real-time updates.

Comments on the records can be accessed through **expand record** option.

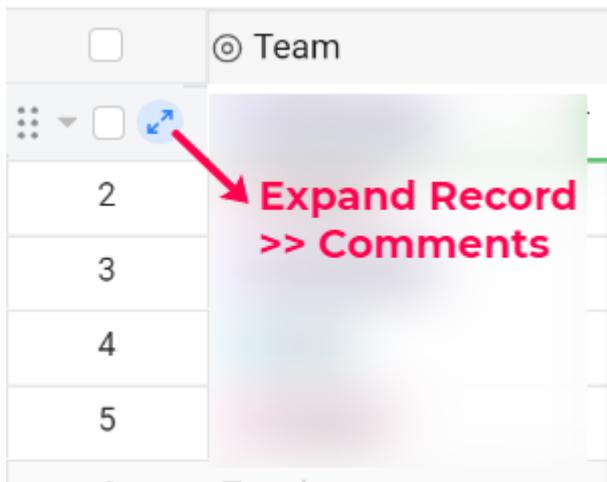
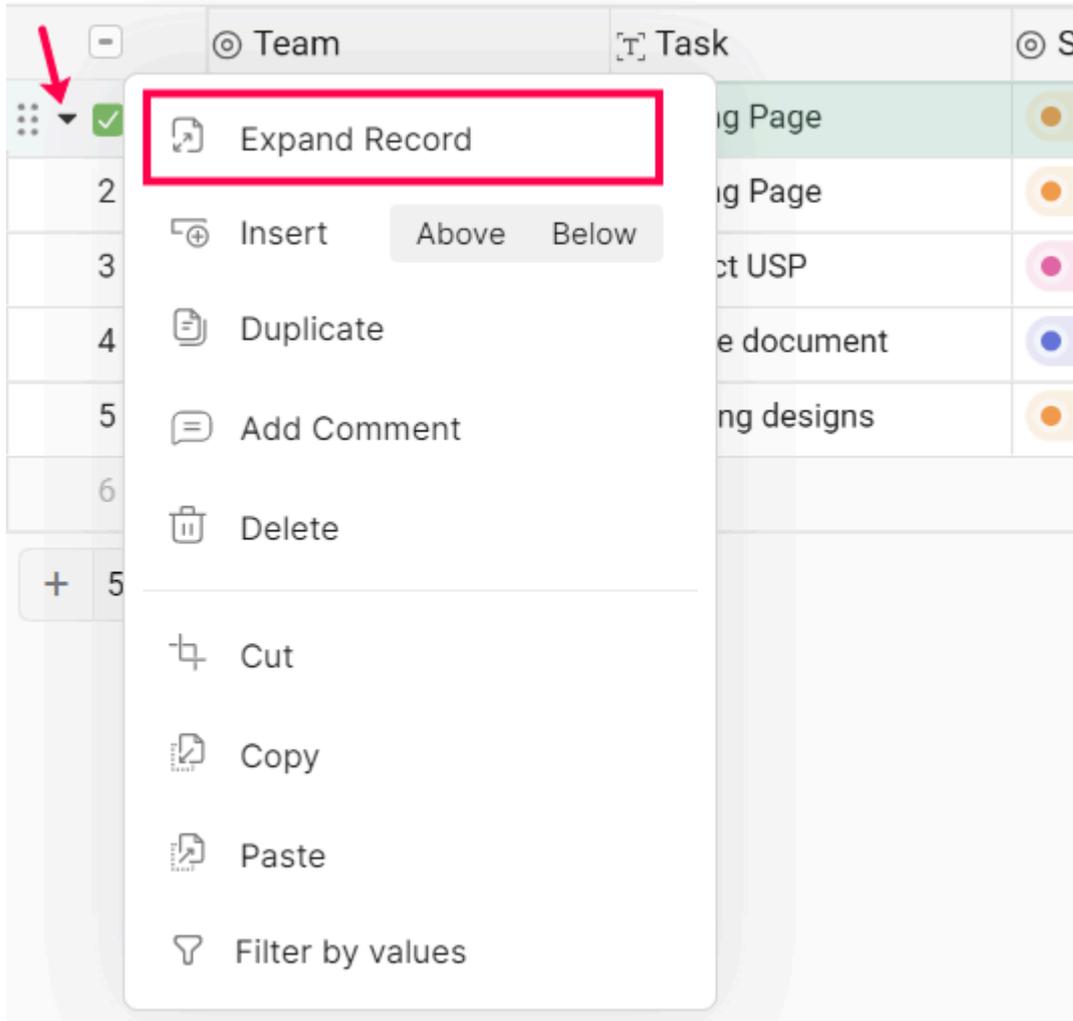
Who can comment on records?

Any user with the **Director, Manager and Editor** permissions can add comments. A user with **Viewer** permission cannot comment, but will be able to view the comments.

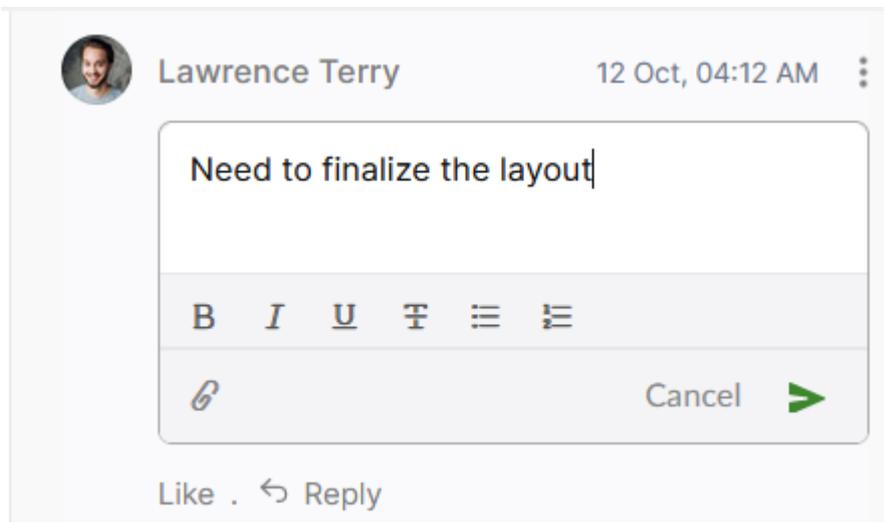
How does commenting on records work?

There are 2 options to access record comments :

1. Click on the ▼ **dropdown** icon on the **record header** and choose **Expand Record or Add Comments**.
2. Click on the ↗ **expand** icon on the **record header**, which opens up the **expanded view of the record**. At the right top, click on **Comments > Add comments**

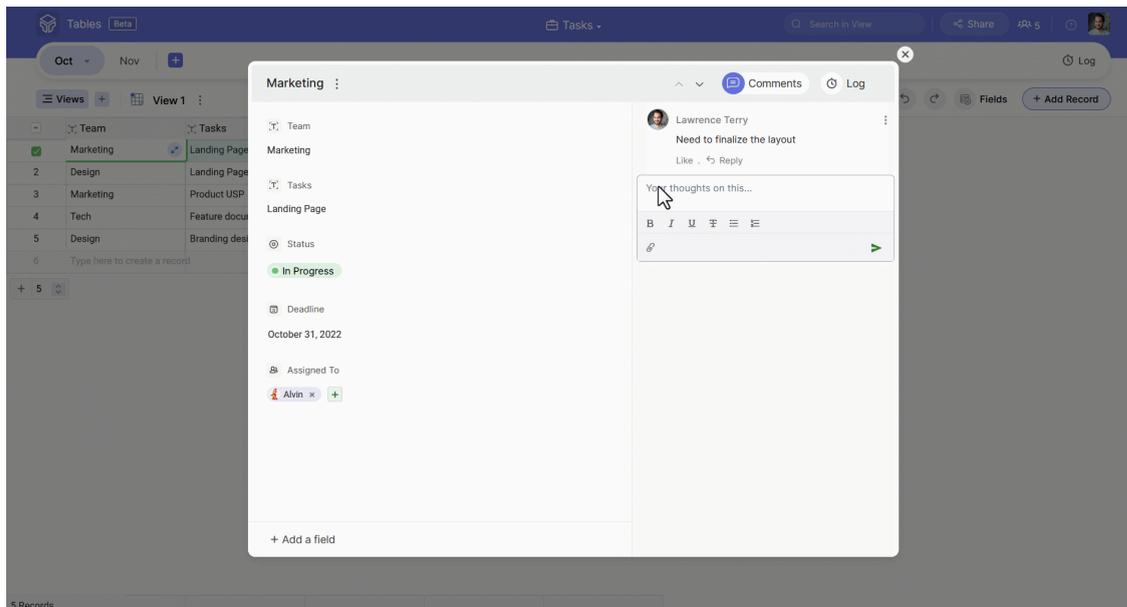


In an expanded record, upon clicking Add comments, you can type your message in the text field.



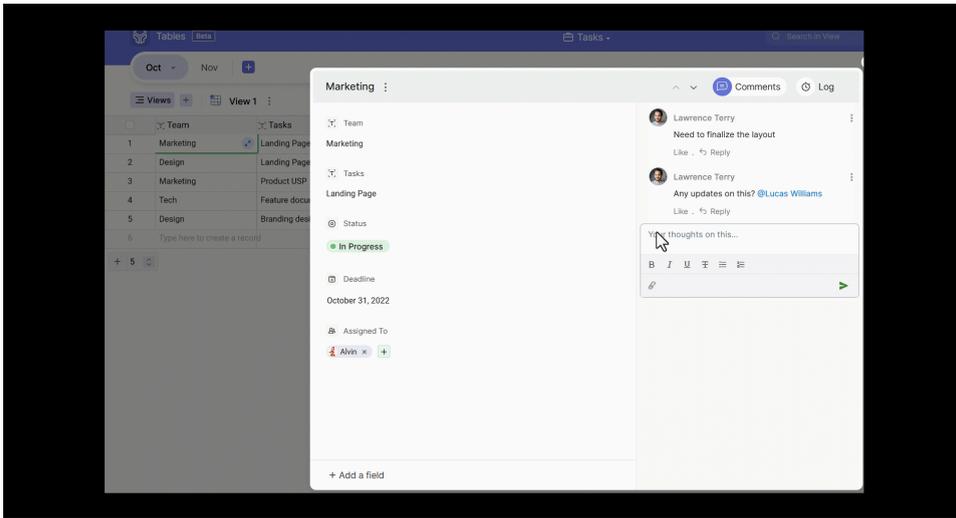
@Mention a collaborator by typing the **@ symbol** on the text field which will let you **tag a collaborator** who has access to the base. Only the names of the collaborators with access to the base will be displayed to be selected. Be sure the person has access to the base before mentioning them in a comment.

You can tag as many collaborators as you like to the same message.

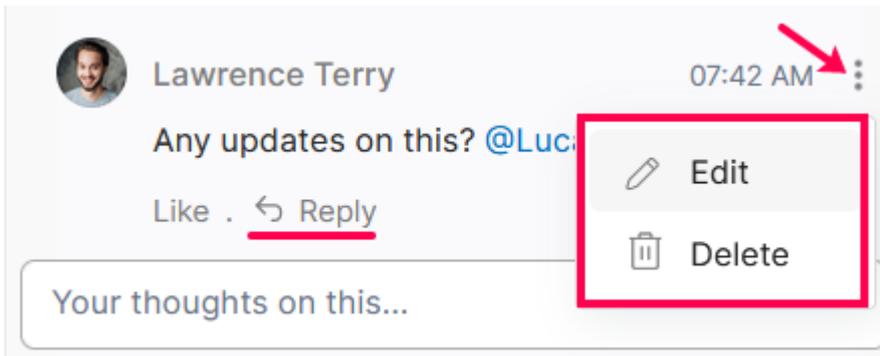


Attach documents while commenting on records.

Click on the <attachment> icon and choose an image or a document from your device. The attachment supports **images, videos, documents, PDFs, GIFs, excel sheets, audio**, etc. The maximum file size allowed for video is 200 MB and for other file types, 20 MB.

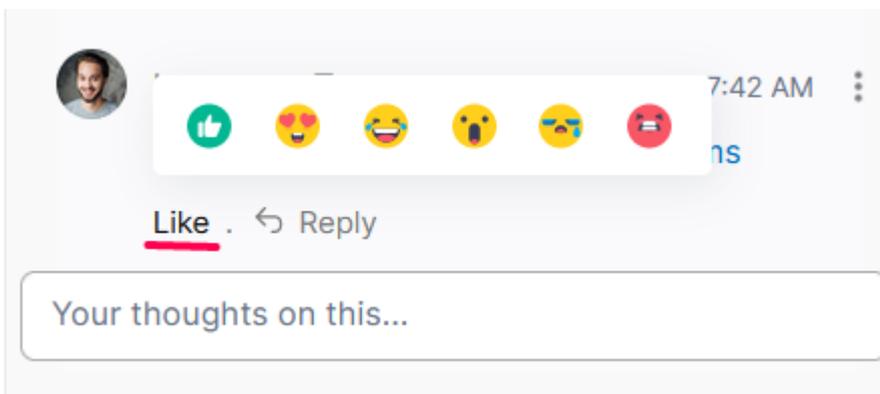


Edit or delete a comment with the respective options in the <menu icon> icon next to each comment.

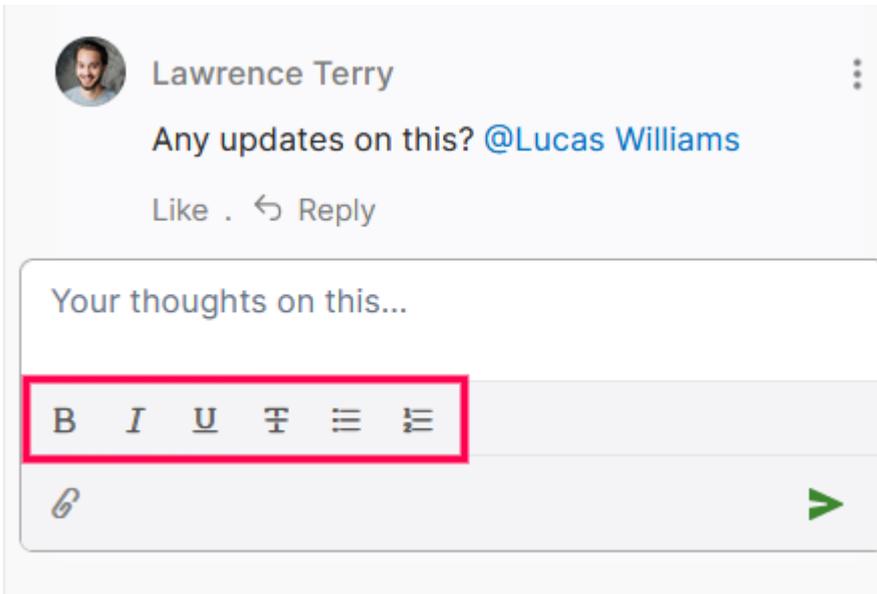


Respond to a specific comment by clicking on the <reply icon> Reply option in each comment.

To react to a comment, hover on the Like option and choose from the displayed emojis.



The **formatting options** such as Bold, Italic, Underline, Strikethrough and lists (both numbered & unnumbered) let you format your content as needed.



Any record with comments will be clearly indicated with a chat bubble icon on its left.

<input type="checkbox"/>	Team	Tasks
1 	Marketing	Landing page
2	Design	Landing page
3 	Marketing	Product USP
4	Tech	Feature docs