Commenting in the Beefree Editor

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Applies To: ■ New PoliteMail ☐ Legacy PoliteMail

Version: ☐ 4.9x ☐ 5.0 - 5.4 ■ 5.45+

Much like in Word documents, users can leave comments in a Template Row in the Beefree Editor for others to review.

Leaving a Comment

To leave a comment, first select a Row in the Beefree Editor. Note that you can only leave a comment on a Row, not a specific Content block.



With a Row selected, you will see a button for leaving a Comment next to the buttons for deleting the Row or copying it.

You can mention a specific user using the @ mention, such as @user@politemail.com. Doing so will notify that user via email that they were mentioned in a comment.

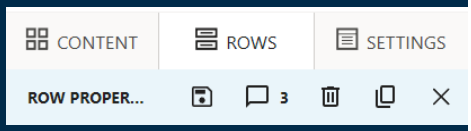
Viewing a Comment

Comments can be viewed in two locations:



If the comment is active/unresolved, a comment icon will display on the left side of the Row when the Row is selected. Clicking on the icon will open the specifics.

All comments, resolved or not, will display in the Properties panel on the right under the Content tab. When clicked, you will see a list of all comments. You can reply to a comment or mark it as resolved.



Notes

If you are in a Collaborative Editing session with another user and you leave the session, a snapshot of that message at the time you left is saved for you, which means you will not see any comments left *after you left* when you re-open the message. However, if someone @mentioned you and you click the link in your email notification, you will see the latest version.

Comments will persist through Drafts and Templates.

PoliteMail