

# Finding and Participating in Feedback Discussions

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Created by  
Engagifii Inc.

Creation Date  
August 30, 2023

Last Updated  
August 31, 2023

## STEP 1

**From the Documents List Page, you can view the number of Comments and Feedback on each document**

	Search #	Search Title	Document Contents	Assigned To	Who sees this?	# of Comments	# of Feedback	Tags	Last Activity By	Last Activity Date
<input type="checkbox"/>	PR-1	Climate Change vol.1		1, DR	Everyone	4	4	Greenhouse effects	Contributor, The	Aug 30, 2023
<input type="checkbox"/>	PR - 2024	Election Rulings			Everyone	0	0	2024 Elections	Admin, Omsi	Aug 29, 2023
<input type="checkbox"/>	PR-4	Ice cap meltdown vol. 4		Laughtec, Ben	Everyone	4	8	col fu	1, DR	Aug 28, 2023
<input type="checkbox"/>	PR-2	Global Warming vol.2			Specific People	1	1	Greenhouse effects	Admin, EFC	Aug 24, 2023

## STEP 2

**Click on the document you wish to comment on**

Documents

All Documents

Notification Prefere...

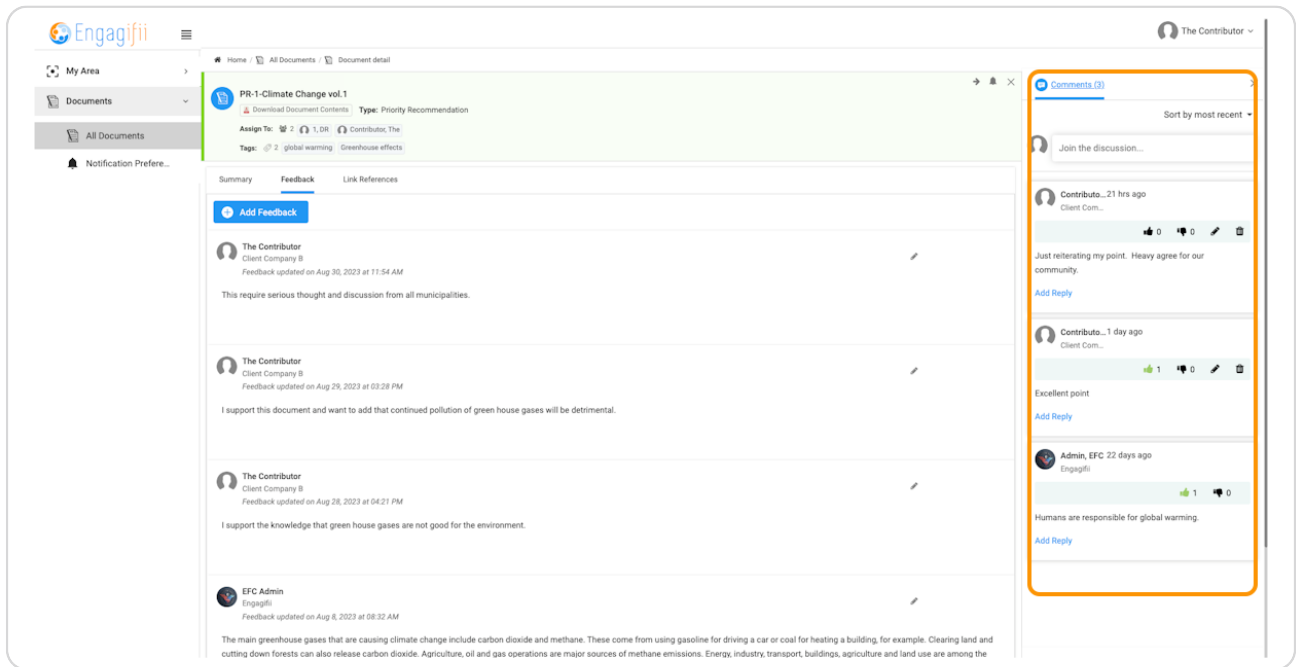
**PR-1** Climate Change vol.1

PR - 2024 Election Rulings

PR-4 Ice cap meltdown vol. 4

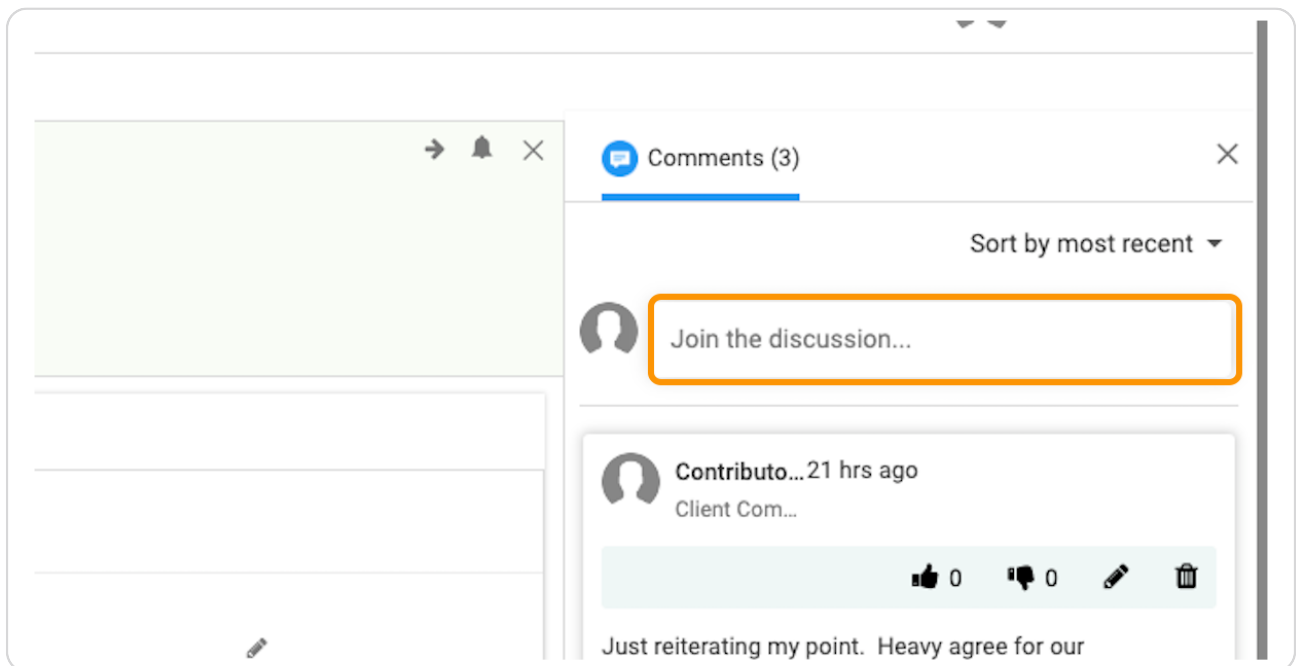
### STEP 3

View the Comments column on the right side of the page



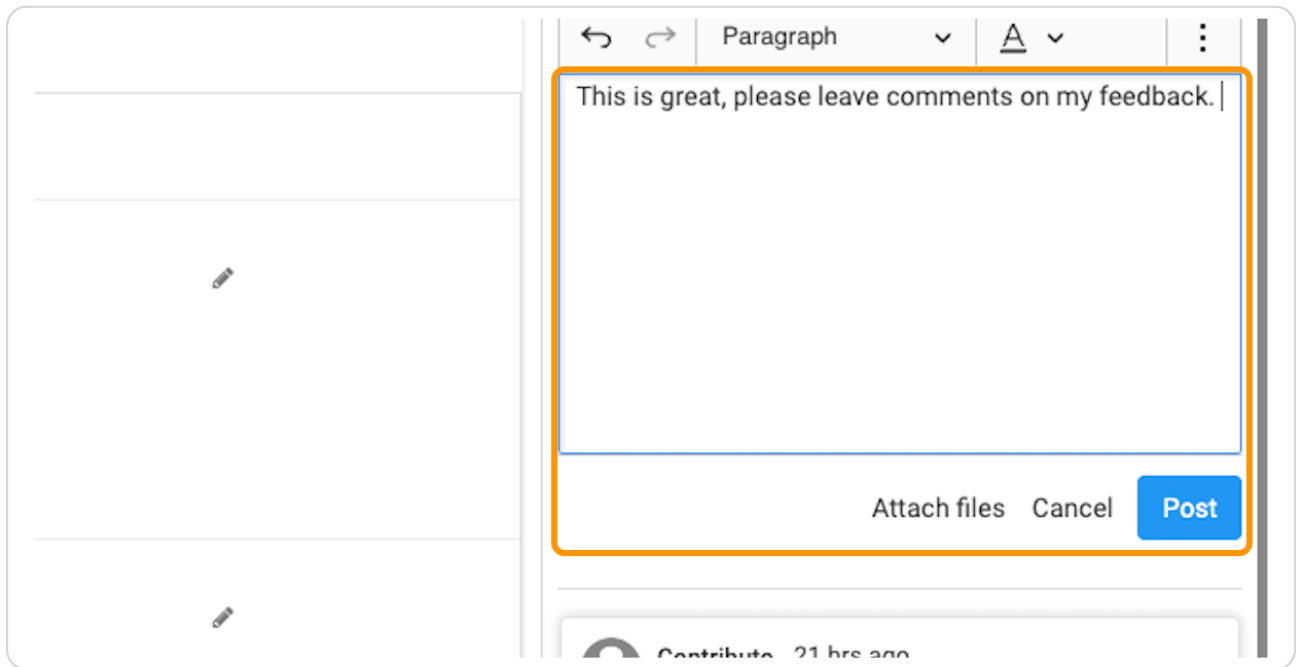
### STEP 4

Click on Join the discussion to leave your own comment



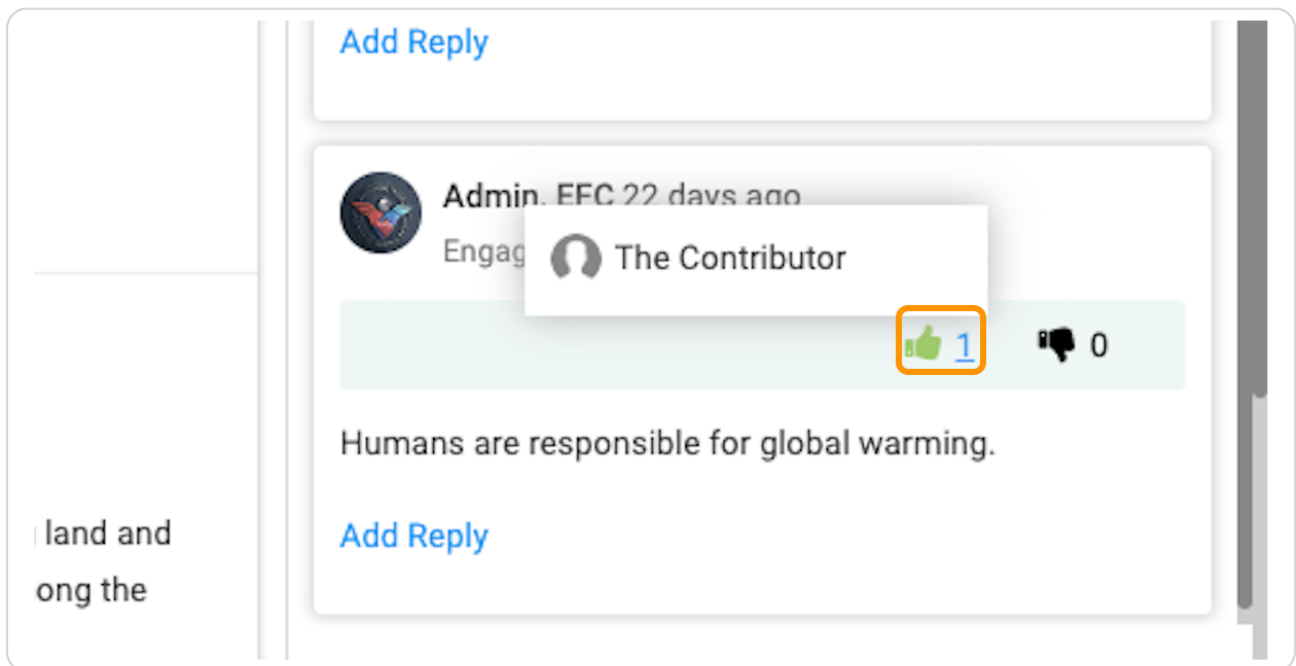
**STEP 5**

**Type your comment, attach files (if applicable) and then Click Post**



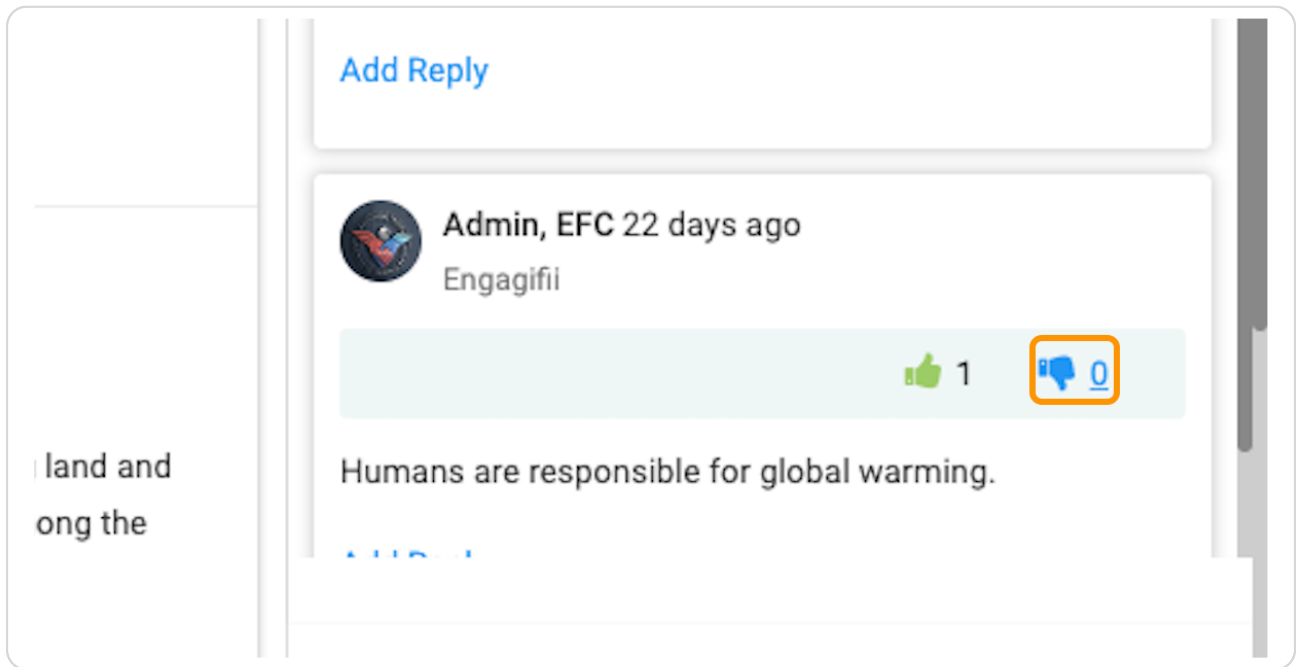
**STEP 6**

**Click on Thumbs Up icon to like another's comment**



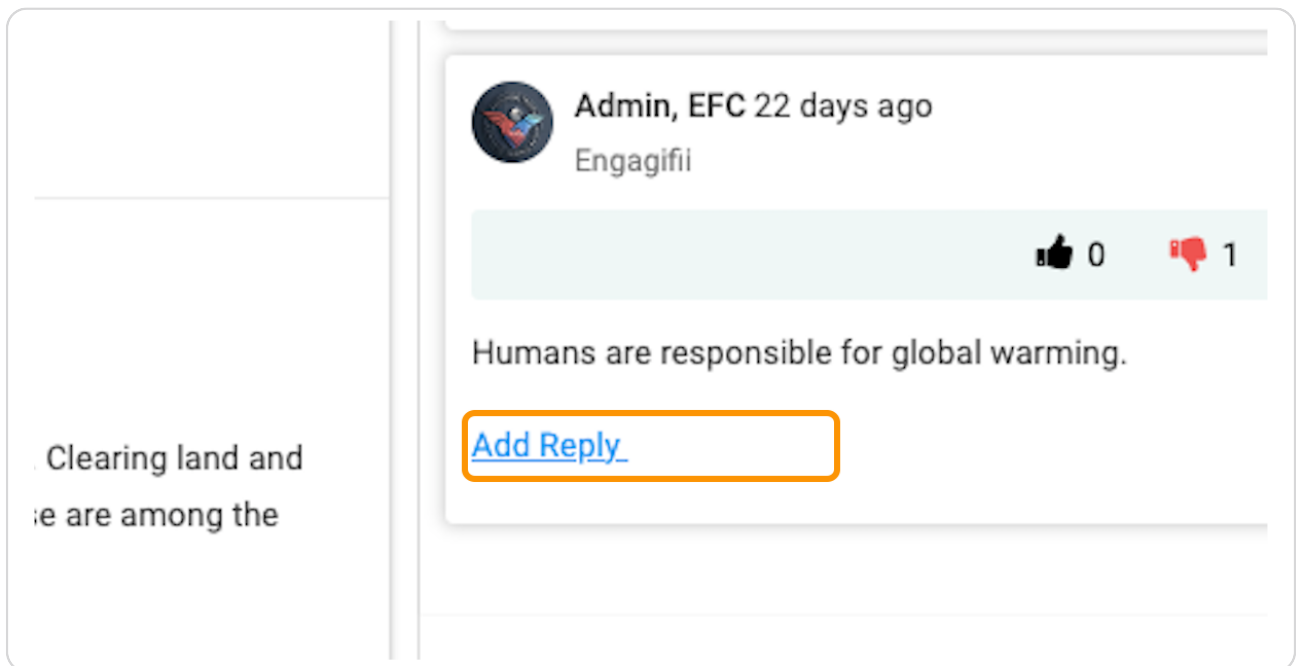
STEP 7

Click on Thumbs Down Icon to dislike another's comment



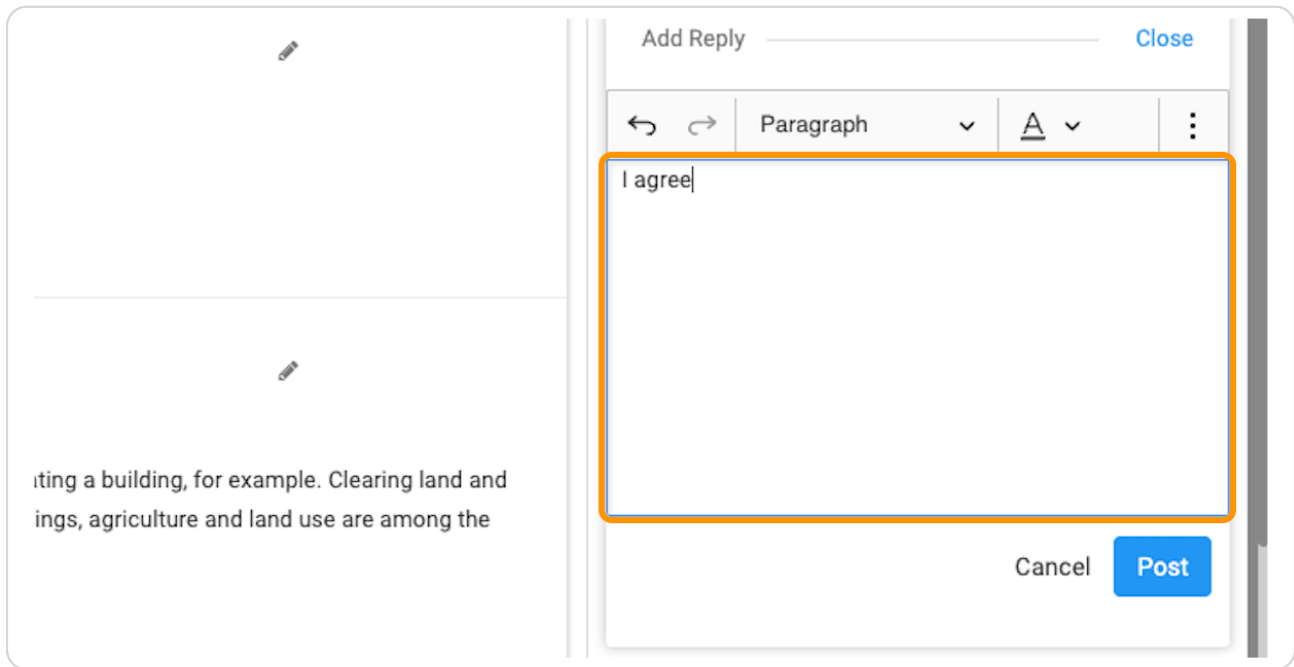
STEP 8

Click on Add Reply to comment on thread



## STEP 9

### Select Rich Text Editor, main



## STEP 10

### Click on Post to post your reply on the comment

