



## Read Comments and Notes

Comments provide additional information on shifts and paycodes. Comments are preconfigured; managers can select but not edit comments. Notes are free text that managers can add to comments. A note must be attached to a comment; it cannot exist on its own.

Schedule entities that have comments (or comments with notes) are flagged with an icon.

For example, a shift with a comment looks like this:



Comments or notes appear in the shift or paycode glance or tool tip. Position the cursor over the shift or paycode to display the tool tip or right-click the shift or paycode to display the glance. Select a shift or a paycode to display the glance.

**Note:** You can also view all the comments and notes in the loaded schedule in the Comments add-on.