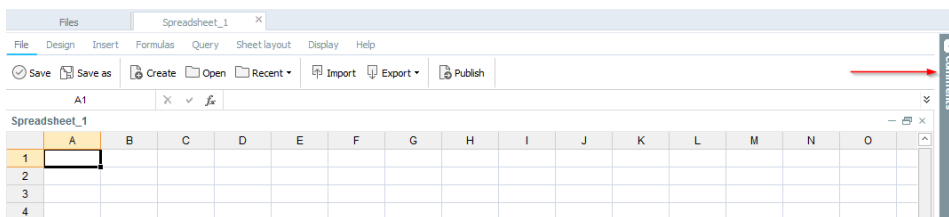
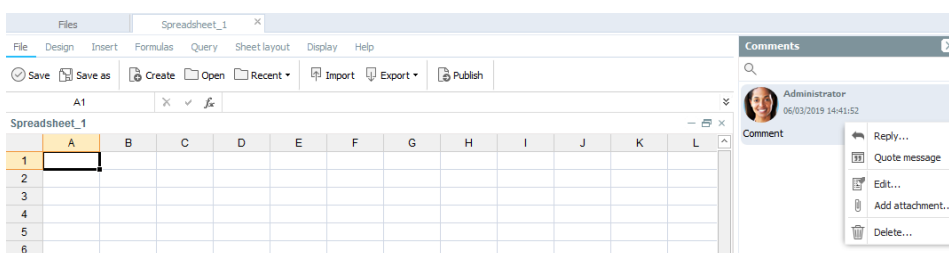


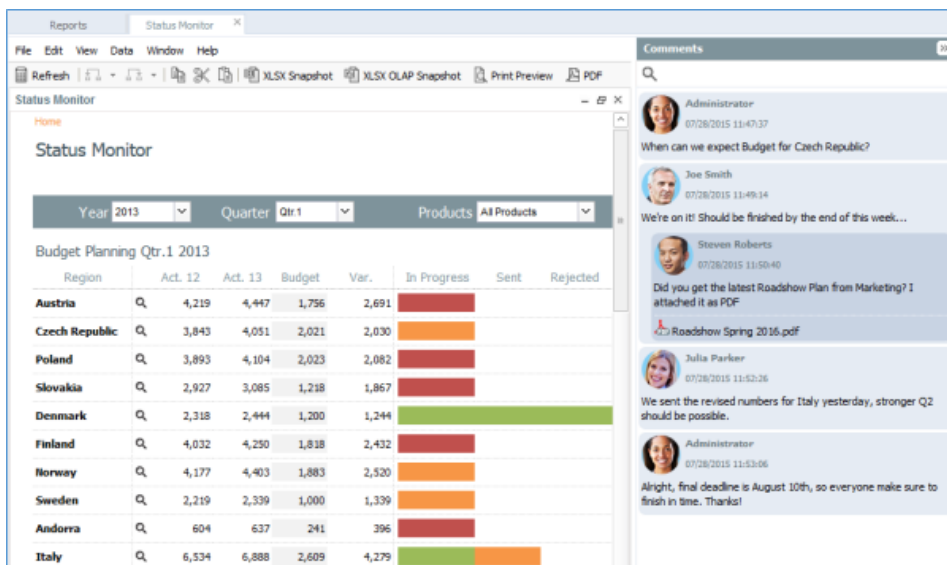
# Comments Panel

The Comments panel offers users a space to add comments, reply to others' comments, and attach files, such as PDF or DOC files. The Comments panel is displayed on all spreadsheets and reports, and linked to the Jedox Web Studio environment, i.e. not available in Standalone Reports. To open the Comments panel, click on the double arrows on the far-right side of opened reports or spreadsheets of the components Reports and Report Designer, as indicated in the image below:



When the Comments panel is open, it appears on the right side, as shown below.





The screenshot shows the 'Status Monitor' report in the Jedox application. The main area displays a table titled 'Budget Planning Qtr.1 2013' with columns for Region, Act. 12, Act. 13, Budget, Var., In Progress, Sent, and Rejected. The 'In Progress' column contains colored bars representing the status of each region. To the right, a 'Comments' panel is visible, showing a list of user comments and attachments related to the report.

Region	Act. 12	Act. 13	Budget	Var.	In Progress	Sent	Rejected
Austria	4,219	4,447	1,756	2,691	Red		
Czech Republic	3,843	4,051	2,021	2,030	Orange		
Poland	3,893	4,104	2,023	2,082	Red		
Slovakia	2,927	3,085	1,218	1,867	Red		
Denmark	2,318	2,444	1,200	1,244	Green		
Finland	4,032	4,250	1,818	2,432	Red		
Norway	4,177	4,403	1,883	2,520	Orange		
Sweden	2,219	2,339	1,000	1,339	Orange		
Andorra	604	637	241	396	Red		
Italy	6,534	6,888	2,609	4,279	Green	Orange	

The Comments panel option can be disabled for the components Reports and Report Designer. Doing so will hide the Comments panel on all reports and files without deleting existing comments. Go to [“Administration – Settings – Collaboration – Comments”](#) and change the key value to “TRUE”. Note that this change will take effect after a new login.

If the key value is set back to “FALSE”, previously existing Comments will be visible again.