


History & Comments

When you open any record in editing layout , you can select

History and comments from the left-hand side menu.

History

This is a log of changes made to the record, and by whom. Much of this may be system-generated, in which case it will not be of interest to you.

Comments

Reading comments

You can read comments posted to the record by anyone with edit access to it: you, editors/approvers, system administrators.

E-mail notifications

- You may receive an e-mail notification when someone directs a comment to you (depending on your Pure user account settings).
- This should arrive from purehosted@atira.dk. This is the system-default address and it is not based at Edge Hill.
 - **You should never send any e-mails to this e-mail address.**

Reply to the comment through Pure instead. This means there is an easily accessible record of the conversation in case you experience issues in future.

Writing comments

- You can **Write a comment about the content** which will be visible to all people with access (named internal collaborators, editors, administrators).
- While you cannot choose which of these users can *view* your comment, you can specify who needs to *receive a notification* when you save the comment.
- Simply select the individuals or groups who should receive the notification:
 - All contributors to this content – you and other internal collaborators named on the content.
 - All editors of this content – approvers at departmental and faculty level for this content type.
 - All administrators of this content – e.g. in Learning Services for outputs; the Research Office for everything else.
- To post your comment, simply **Save comment and close editor**.
- For funding applications, you can only save comments before the content goes for departmental approval in the approval workflow.

