

Tip #13: See me after class: Using Comments

As you no doubt are aware by now, LabArchives stores every version of all data in your Notebooks. However, sometimes you or one of your collaborators may wish to make a comment or suggestion that is not truly part of your data. LabArchives provides a simple Comments function which enables you, your lab mates, and outside collaborators, to converse based around any Entries in the Notebook. Unlike Entries, Comments can be edited and deleted at will.

All Owners, Administrators, and Users that have access to a particular Entry can make a comment. Guests (even those with Read-only access) can also comment if enabled in the Notebook User Management tool.

Comments appear as "thought bubbles" in the Entry Edit menu, which you can see when you hover over an entry. For example:



If there are comments, a number (indicating the number of comments) will appear in the "thought bubble"; otherwise it will be blank (note that those without commenting rights will not see the bubble at all).

To make a comment, simply click in the "bubble"; you will see a running thread of the dialog (if any), complete with the name of the user and the date and time that the comment was entered:



You can add a comment in the box at the bottom of the list; you can also remove a Comment that was made by you and/or if you are the Owner or Administrator of the Notebook.

Comments: Another way LabArchives helps improve communication and productivity in the lab!