Request List > Comments

MFRC137D

comments

The **Comments** will open the Request List Comments (MFRC137D) page to allow Comments to be added to a Commodity Request. Comments may be made at any time, regardless of the processing areas of the Request.

Comments are encouraged, and should be used when possible to replace phone calls, faxes, and e-mails. By doing so, this places all information in one area for a better historical record.

Comments Function

Viewing the Comments under the **Comments** menu selection allows you to see all Comments made regarding the Request, including Comments that are added with approvals/rejections, whereas the Request List (Select) function only shows the most recent action and the associated Comments.

- Sponsors may only add Comments to their Requests.
- US-AID and FAS may only add Comments to Requests for their programs.
- PDD, EOD, and BCD may add Comments to any Request.

When a Comment is added, the current date/time, organization name, and user's name are automatically added to the Comment. Comments can be added to the Commodity Request selected on the Commodity Request Select page. Comments are sorted on a last in/first out basis for viewing from a historical perspective. Other Comments listed are from Comment entries on the Set Action or Route page. To add Comments, enter the comment text in the Comment box and click **Update**. Once the update is selected, the Comment will appear in the box with the date and time that the update occurred along with the person's name and organization that added the Comment. Comments added on this page will not contain a status, therefore the Approval Status field will be blank. **Note:** All users who have access to FARES are able to access the comments page.

Adding Comments

- **Commodity Request Number** - This number is passed from page to page when first selected from the Commodity Request Select page.

- **Add** - Enter any Comments in regarding the Commodity Request. The Current Date, Time, Organization, and Name are included the with the Request is displayed in the Select List after Comments are updated. Time is always be reflected in Central Time. Person Name consists of first name, middle initial, and last name. Comments are sorted on a last in/first out basis.

Update

- When **Update** is selected, validations are performed upon the data. If no errors are found the Commodity Request is updated with the new Comments.