

## Adding Comments

**Notes:**

- Comments should be pertinent to the overall death registration process.
- Comments should not be used to respond to data entry queries from the Department of Health.
- Anyone that accesses the case will be able to view the comments.

1

From the death case, click the **Comments** link in the *Other Links* section of the Death Registration Menu.



2

The **Comments** dialog box displays. Click the **New Comment** button to enter a new comment.

**New Comment**

3

The *Edit New Comment* section displays. Select a **Comment Type**.

Enter New Comment

Comment Type:

4

Enter your comment in the **Comment** field and click the **Save** button.



5

The **Comments** dialog box displays the newly added comment. When finished with the comments, click the **Close** button.

Comment Type	Date Entered	Entered By	Comment	
Correspondence / Telephone Communication	05/04/2016	gomeza	This case has been sent to the Medical Certifier for review.	Edit Delete

Total records : 1

**New Comment** **Close**

**Notes:**

- You can edit or delete comments by using the **Edit** or **Delete** links.
- You can only edit or delete comment(s) that you created.
- To add another comment, click the **New Comment** button.

6

The death case displays with a checkmark to the left of the **Comments** link to indicate that one or more comments are associated with this case.

