Quick Guide - View Comments

1. **Click** the **Contacts** icon, then **Click** on **View/Manage Contacts**
    a. A blue symbol displays when the contact has made a new comment

2. **Click** the **symbol** under the Favorite, Possible or Rejected category
    a. You can also view comments by Comment Status & Listing Category

3. **Click** on the **symbol** under **Actions** to view the comment
    a. Reply to your contact by writing a comment in the message box, then select Comment to send.

Client Connect Notification Options must be checked & saved, to send comments to a contact. To verify, go to:

a. *Preferences > Preferences (on left side)*
b. *Notification Options*
c. *Client Notification Options*
d. ☑ *Notify on comment added by the agent*
e. *Save*