

Creating a Comment in an ePlan Funding Application

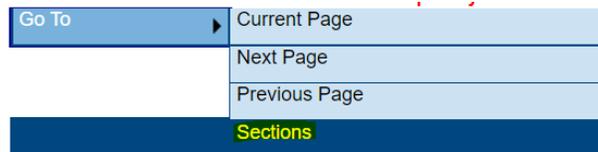
ePlan users may want or need to create a comment in an ePlan funding application for one of the following reasons:

- To provide an explanation as a part of the application’s history.
- To provide information that an LEA user cannot add into the main application due to the application’s current status (as LEA users can only edit applications that are in a **Draft Started** or **Revision Started** status.)

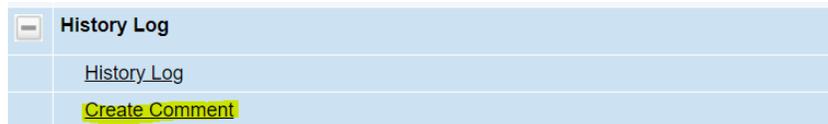
Note: Any comment created and saved in an ePlan funding application will always be available as a part of the funding application’s history log.

To Add a Comment in a Funding Application:

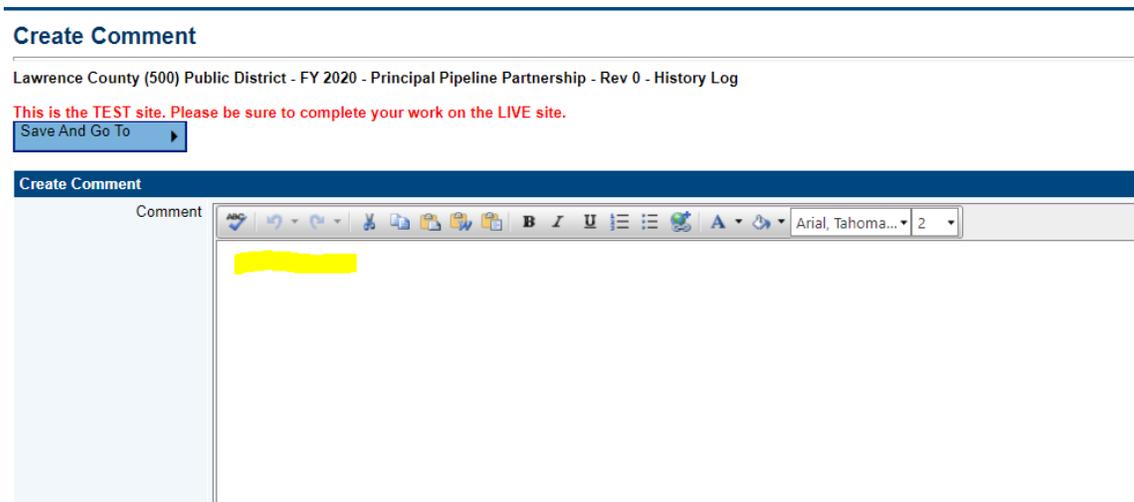
1. Navigate to the funding application’s main *Sections* page. (The main *Sections* page shows every section of the application.)
 - To navigate to the main funding application page from other pages in the application, click **Go To** and **Sections** as shown and highlighted below.



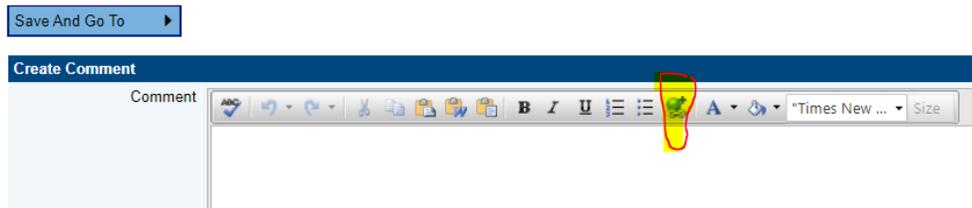
2. Select **Create Comment** from under the *History Log* on the main section page as highlighted in the screenshot below to navigate to the *Create Comment* page.



3. On the *Create Comment* page, type your comment in the box as highlighted in the screenshot below.



- If desired, a hyperlink can be inserted in a comment by clicking the hyperlink icon as circled and highlighted below.



- To send an email notification of this comment to recipients check the box next to **Send Email to ePlan Contacts** below the main comment box as highlighted in the screenshot below.
 - Sending an email notification is not required to create the comment.
 - If no email notification is needed, click **Save and Go To** to exit the page. The comment is now a part of the Funding Application **History Log** for everyone to view.



- To send an email notification:** Select the recipients to receive notification of the comment from the lists given and then click **Add** as highlighted below.

Available Contact Groups

LEA Contacts By Funding Application	Consolidated ▾	ESEA Director (from last TDOE Approved Consolidated Application) IDEA Director (from last TDOE Approved Consolidated Application) Title I-A Contact (from last TDOE Approved Consolidated Application) Title I: N & D Contact (from last TDOE Approved Consolidated Application) Title II-A Contact (from last TDOE Approved Consolidated Application)	Add
LEA Contacts By Role		County Clerk LEA 21st CCLC / LEAPS Director LEA Adaptive Learning Technology Grant Director LEA ATSI/Focus Grant Director LEA Authorized Representative	Add
Other LEA Contacts		Planning Tool Contact ▾	Add
TDOE Contacts		TDOE Grants Management Contact CORE/Regional Consultant TDOE Director/Reviewer/Final Approver	Add
TDOE Miscellaneous Contacts		Adam Rollins Adriana Harrington Alicia Ellis Alicia Ortiz Alison Gauld	Add
Additional Recipients		<input type="text"/>	Add

Recipient Summary

Contact Group(s) Selected

	me@me
	County Clerk

Available Contact Groups

LEA Contacts by Funding Application	Available if a contact is selected on the applications contact page. Not all funding applications have contacts on the contact page.
LEA Contacts by Role	Current users with the applicable role
Other LEA Contacts	Additional contacts for an LEA
TDOE Contacts	State users that can complete various ePlan functions.
TDOE Miscellaneous Contacts	Lists every State ePlan User by name
Additional Recipients	Allows you to type in any additional email addresses manually

- It is a good practice to send a copy of your comment to yourself to let you know when the message has been delivered.

7. The **Recipient Summary** as highlighted below shows who will receive the email.

8. Clicking **Save And Go To** will send the comment notification.

9. Comments with email notifications can be accessed from the **Inbox** on your ePlan tab in addition to the history log of the funding application.