

GAMUT MEETING

Features

Managing Public Comments

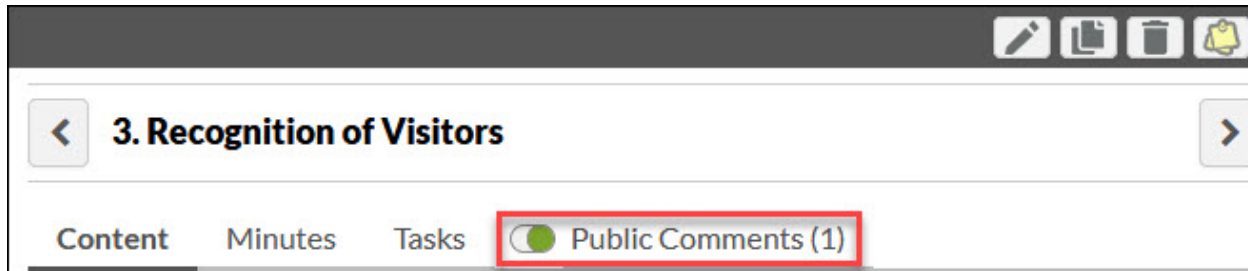


Author: eBOARDsolutions

// HOW TO MANAGE PUBLIC COMMENTS //

Once public comments have been enabled, you will need to manage them so that the appropriate audience is able to view them. Follow the steps below on how to manage the visibility for single and multiple comments.

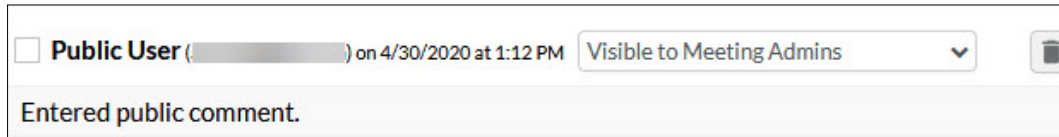
- 1) Click on the agenda item Public Comments has been enabled for
- 2) Click on **Public Comments** tab.



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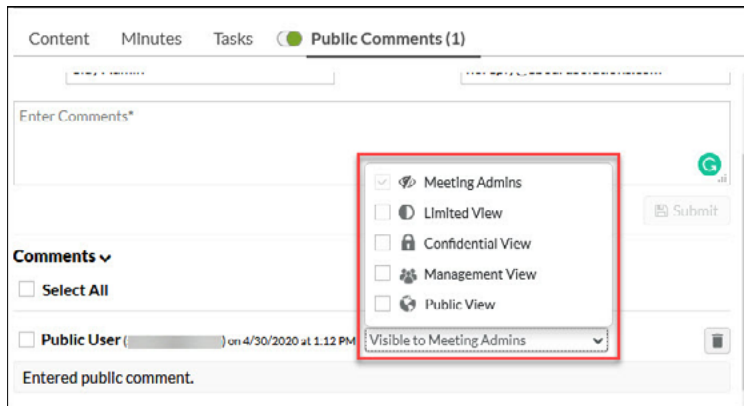
// HOW TO MANAGE PUBLIC COMMENTS //

- 3) The Comments section will display all comments submitted for the agenda item



Note: Meeting Admins will be able to view the commenter's name, email address, the date and time the comment was submitted, and the comment.

- 4) Click on the drop-down menu next to a comment to select comment visibility
- 5) Select the audience to display comment(s) to



Note: When choosing Limited View, Confidential View, or Management View only users with permissions to view items or fields marked as such will be able to view comments. For more information on visibility restrictions, please look [here](#).

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// HOW TO MANAGE PUBLIC COMMENTS //

- 6) Options will be saved when you click on white space on the screen. There is no save button

Comments ▾

Public User on 4/30/2020 at 1:12 PM

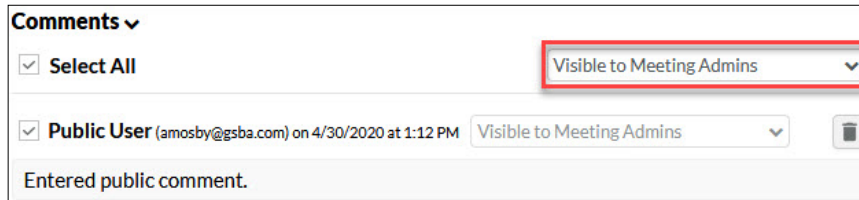
Entered public comment.

Note: When the public views a comment, they will see the commenter(s) name as Public User, the date and time the comment was submitted, and the comment.

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// HOW TO MANAGE MULTIPLE COMMENTS //

- 1) Click on the agenda item Public Comments has been enabled for
- 2) Click on **Public Comments** tab
- 3) The Comments section will display all comments submitted for the agenda item
- 4) Select the comments by clicking on the checkbox next to the entry or clicking on the Select All option
- 5) Visibility options will display in the upper right corner of the comments section



- 6) Options will be saved when you click on white space on the screen. There is no save button

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// HOW TO DELETE PUBLIC COMMENTS //

- 1) Click on the agenda item Public Comments has been enabled for
- 2) Click on **Public Comments** tab
- 3) The Comments section will display all comments submitted for the agenda item
- 4) Click on the **Trash Can** next to the item
- 5) Click **okay** on the confirmation pop-up

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// QUESTIONS? //

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