

# Collaborating in Workflow

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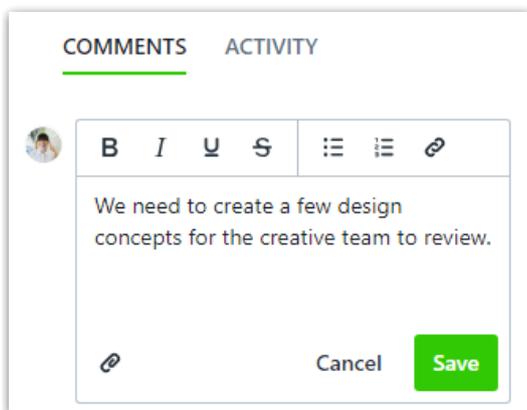
## Team Collaboration

Throughout the system, you can collaborate with other users by commenting, replying and @mentioning on requests, campaigns, projects, tasks, and proofs.



Collaboration during reviews is covered [here](http://guide-ignite.inmotionnow.com/help/collaborating-during-a-review) (<http://guide-ignite.inmotionnow.com/help/collaborating-during-a-review>).

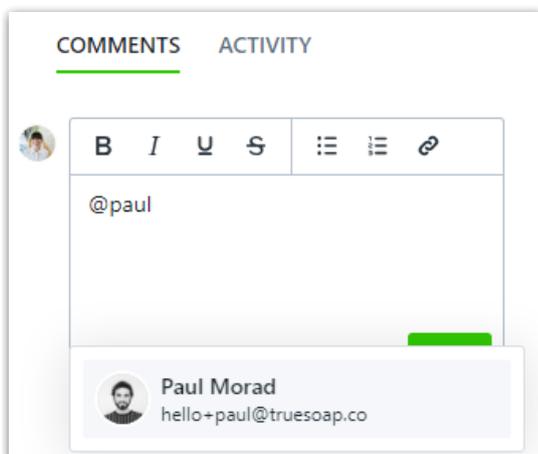
To begin, locate the **Comments** tab on the related campaign, project, task, proof or request details page. Select the text area and begin typing to compose your message. Click on the **Save** button below the text area to post your comment.



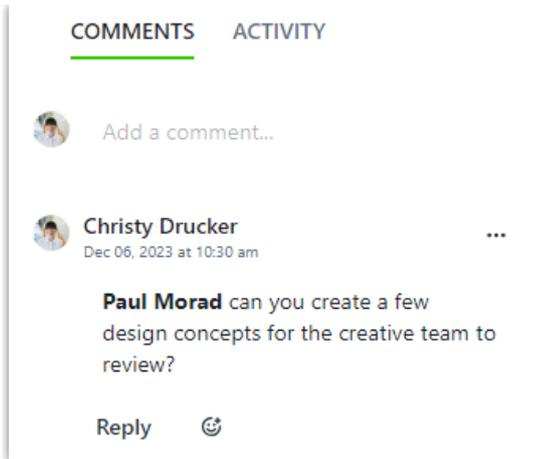
The screenshot shows a user interface for adding a comment. At the top, there are two tabs: "COMMENTS" (which is selected and underlined) and "ACTIVITY". Below the tabs is a small profile picture icon. To the right of the icon is a toolbar with icons for bold (B), italic (I), underline (U), strikethrough (S), bulleted list, numbered list, and link. Below the toolbar is a text input area containing the text: "We need to create a few design concepts for the creative team to review." At the bottom left of the text area is a link icon. At the bottom right are two buttons: "Cancel" and "Save" (which is highlighted in green).

## @Mentioning

If you would like to @mention another user, begin by typing the "@" symbol and the first name of the person you would like to address. A user list will populate as you begin typing and you can click to select the appropriate user. The user's email address will display while composing the comment, and once posted, your comment will reflect their full name.



This screenshot shows the same comment form as above, but with "@paul" typed into the text area. A dropdown menu is open below the text area, showing a user selection card. The card includes a profile picture, the name "Paul Morad", and the email address "hello+paul@truesoap.co".

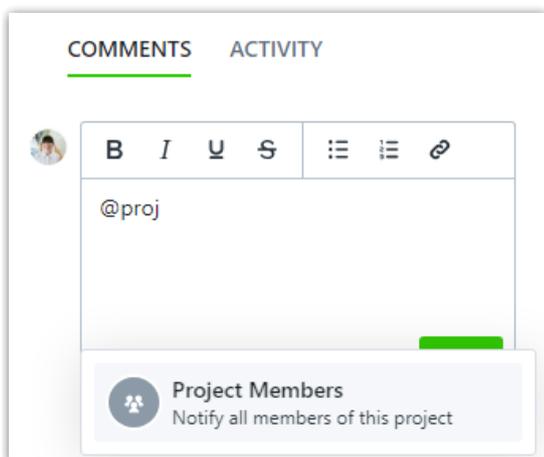


You can only @mention someone who has access to the work you are commenting on.

- Stakeholders can only be @mentioned on requests and reviews
- Deactivated users or users without a login cannot be @mentioned

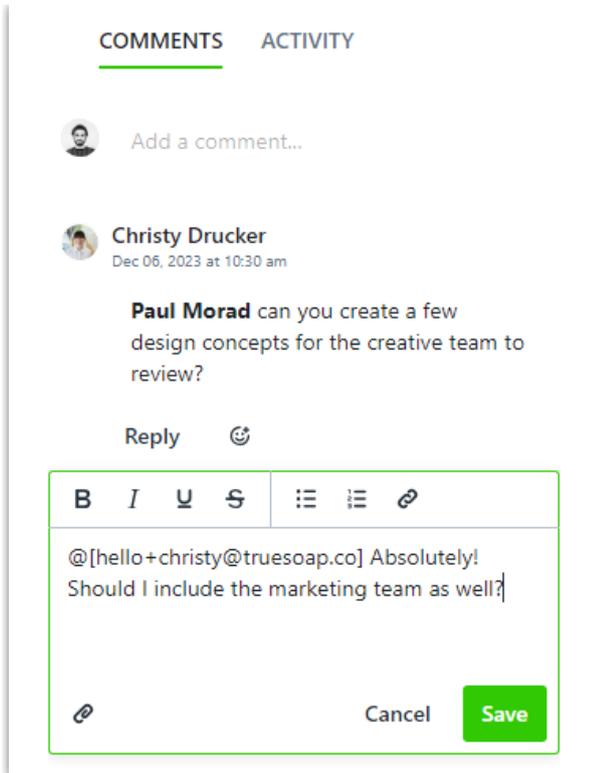
## @mention Project Team

If you would like to notify all members of a project, task, or proof, you can @mention the team from the comments section. Start by typing the "@" and then type "project." This will send a notification of your comment to every member of the project.



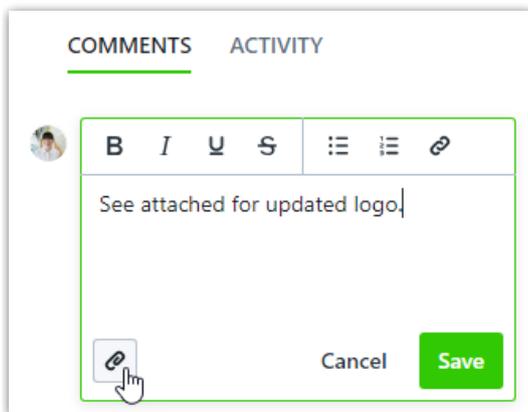
## Replies

You can reply to any comment by clicking the **Reply** link below the posted message. This will automatically @mention the user who posted the original comment.

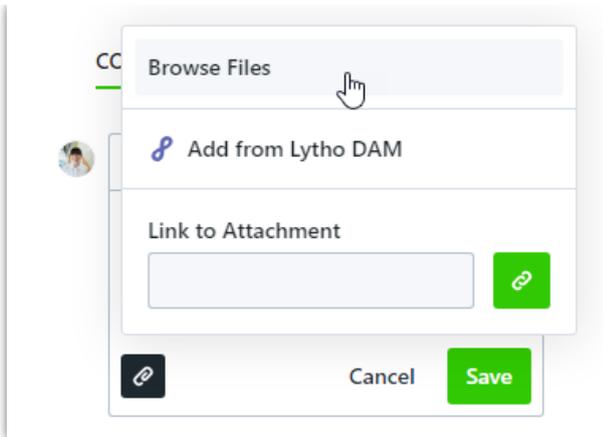


## Attaching Files to Comments

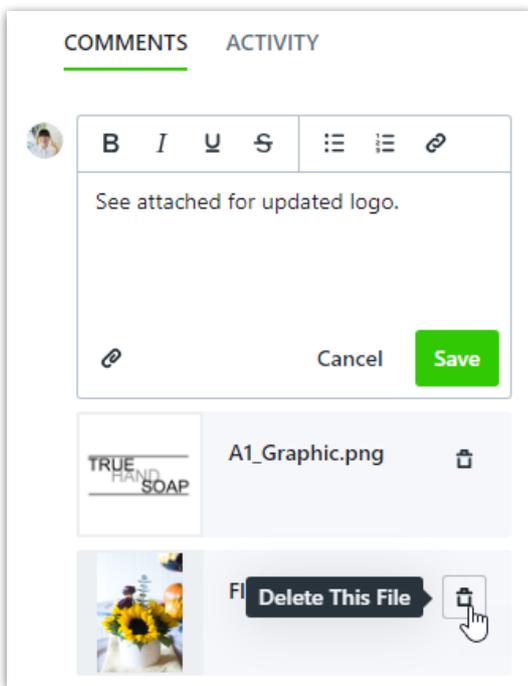
Files can be attached to any comment by clicking the attachment icon in the bottom right corner of the comment window.



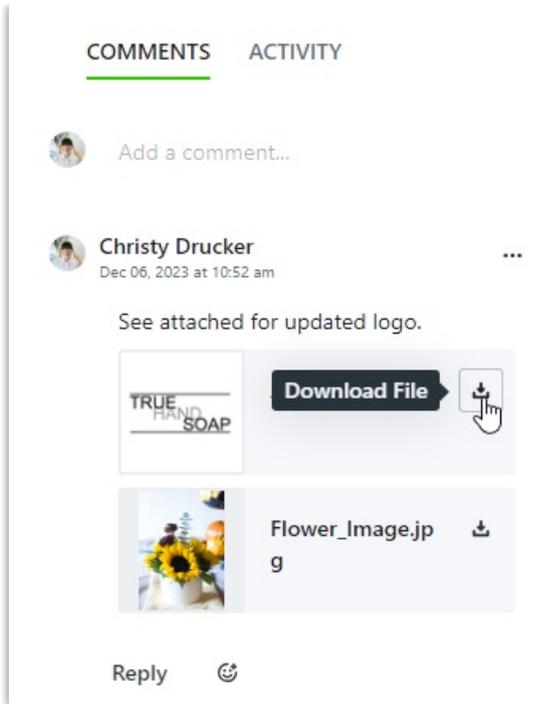
You can select to browse your local files or insert a link to attach. If you are using Lytho DAM, you can pull files from the DAM directly into Workflow. Multiple files can be added to a comment by selecting multiple files at once or clicking the attachments icon to continue adding.



Remove an attachment by selecting the trash icon to the right of the attachment.



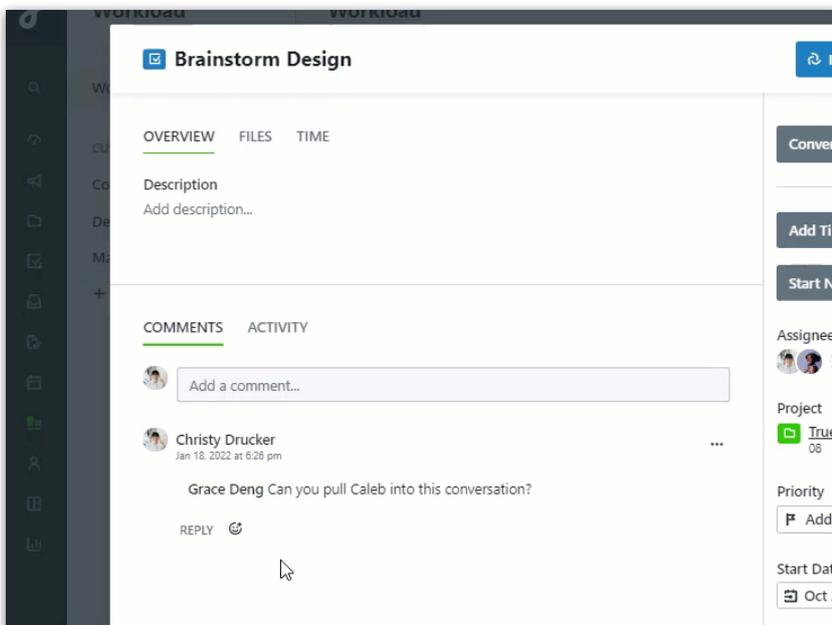
Clicking on the posted attachment will give a preview of the file and an option to download. Files can also be downloaded directly from the comment by clicking the download icon.



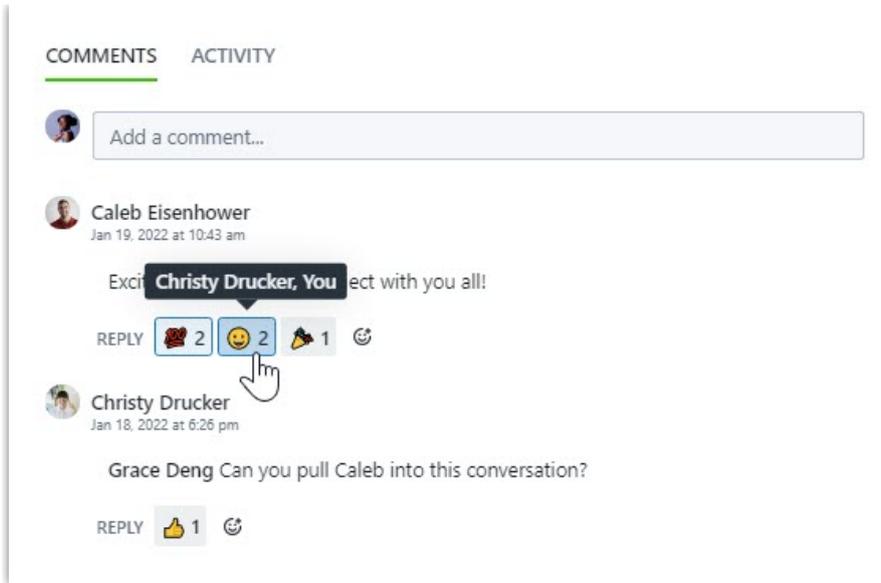
## Emoji Reactions

Emojis are a great way to quickly indicate that important messages have been read or show excitement and support.

React to comments in Requests, Campaigns, Projects, Tasks, and Proofs by selecting the emoji icon and choosing from the available options.



Clicking an emoji that has already been added to a comment will add you to that reaction. The number of reactions will show next to the emoji and you can view who reacted by hovering over the emoji. Your reactions will appear highlighted. Remove your reaction by clicking the emoji again.



## Editing and Deleting Comments

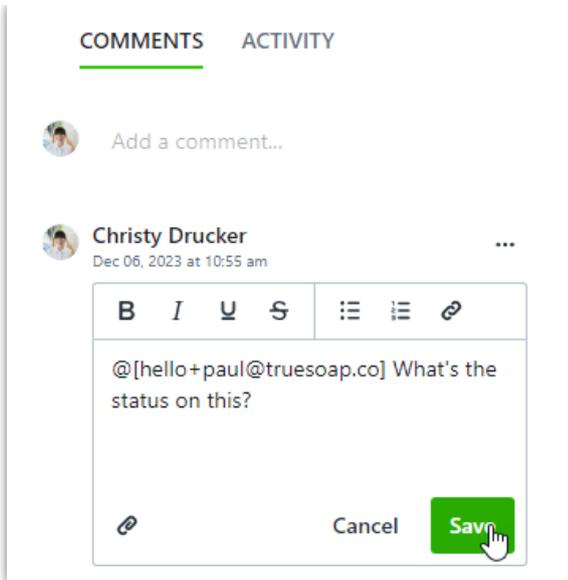
Comments can be edited and deleted by selecting the actions menu in the top right corner of your comment.



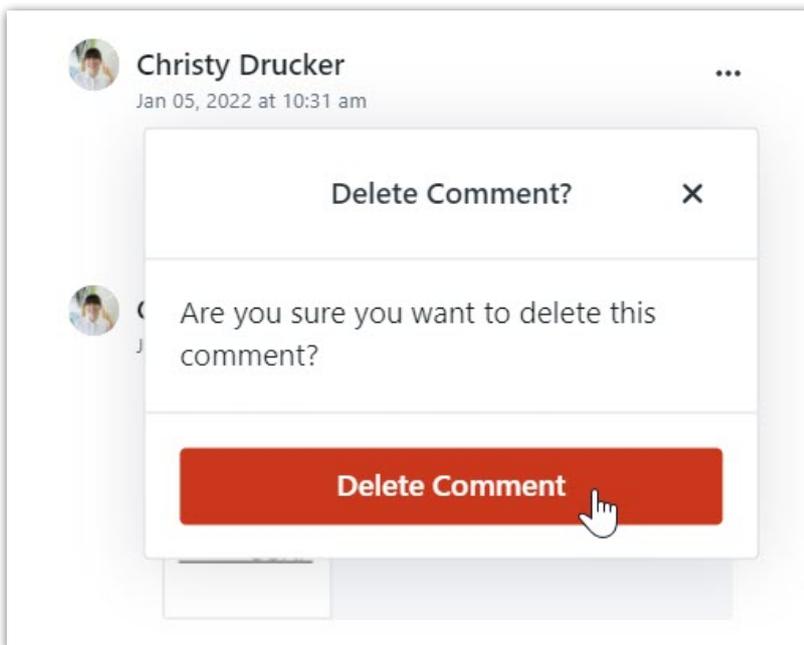
Users can only edit and delete their own comments.



When selecting **Edit**, make your changes and click **Save**.



When deleting a comment, click **Delete Comment** to confirm. Deleting a comment will not undo any previous notification triggers.



When a comment with replies has been deleted, the replies will remain under a message notifying that the parent comment has been deleted.

 *This comment has been deleted.*



**Grace Deng**

Jan 05, 2022 at 11:00 am

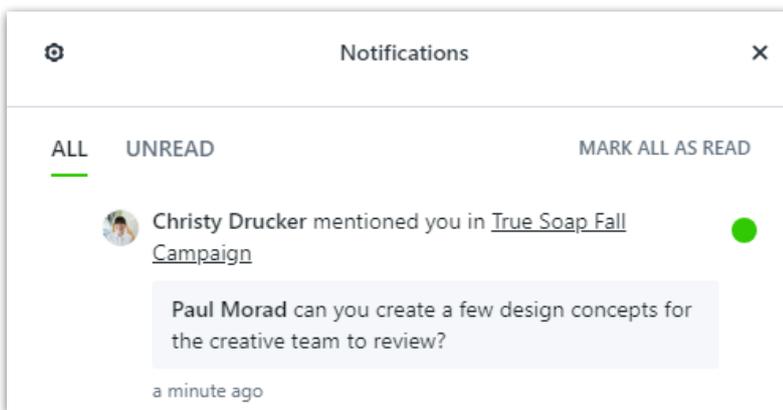
**Christy Drucker** On track for the 7th!

REPLY

## Notifications

Users will receive both in-app and email [notifications](https://guide.lytho.com/help/notifications) when the following events occur:

- A user is @mentioned in a comment.
- Someone replies to a user's comment.
- Someone replies to a conversation you've participated in.



- Users who have disabled these notifications in their [notification preferences](https://guide.lytho.com/help/notifications#notification-preferences) will not receive these notifications.
- If a user @mentions themselves, they will not receive the relevant notification(s).

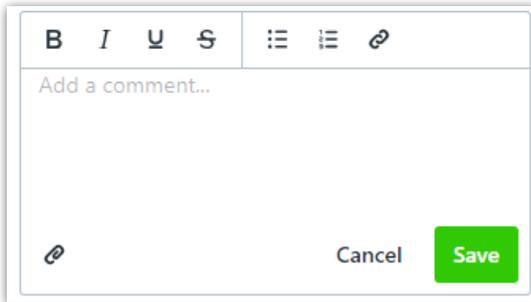
## Rich Text Editing

Use rich text tools to add emphasis to or better organize your words.

Using the options you can:

- Bold
- Italicize
- Underline
- Strikethrough
- Unordered List (bullet points)

- Ordered List (numbers)
- Hyperlink



A screenshot of a rich text editor interface. The toolbar at the top includes icons for Bold (B), Italic (I), Underline (U), Strikethrough (S), Bulleted List, Numbered List, and Hyperlink. Below the toolbar is a text input field with the placeholder text "Add a comment...". At the bottom left of the input field is a small link icon. At the bottom right are "Cancel" and "Save" buttons.



Rich text editing is available in the Details and Comments sections of campaigns, projects, tasks, and proofs.

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