### Comments and Collaboration Topics

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>QUICK OVERVIEW</th>
<th>KNOWLEDGE BASE ARTICLE</th>
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| Access to Pending or Draft Versions | • Click link in the notification email  
  • Click the button above the title in the active/pending version | [https://support.policystat.com/hc/en-us/articles/206826370](https://support.policystat.com/hc/en-us/articles/206826370) |
| Commenting on a Pending Policy | • Locate comments area at the bottom of the Pending Policy  
  • Enter comments and press **Add Comment**  
  • Notifications are sent to all other users involved in the policy each time a new comment is added  
  • Return to the policy as needed read and review comments | [https://support.policystat.com/hc/en-us/articles/207707753](https://support.policystat.com/hc/en-us/articles/207707753) |
| Inviting Collaborators | Inviting users to review who are not a part of the Approval Workflow  
  • Locate comments area at the bottom of the Pending Policy  
  • Enter comments.  
  • Invite collaborators by:  
    a. Entering user name or user group in the **Invite a user or group** area  
    b. Use the @mention feature to direct comments at a specific user in the comment field  
       ■ Type the @ symbol and start typing the user’s name.  
       ■ Highlight the name, (but do not click it)  
       ■ Press the **Tab** key (not **Enter**)  
       ■ The user’s name will be added to the comment.  
       ■ They will receive an invitation notification to collaborate  
  • Invited collaborators will be able to:  
    a. View the pending version of the policy  
    b. Comment on the policy  
    c. View all comments made as part of the discussion  
    d. Invite others to collaborate  
  • Invited collaborators can not:  
    a. Modify the text of the policy  
    b. Restart the Workflow | [https://support.policystat.com/hc/en-us/articles/204864225](https://support.policystat.com/hc/en-us/articles/204864225) |

For additional help, visit [support.policystat.com](https://support.policystat.com) or contact [support@policystat.com](mailto:support@policystat.com) To participate in upcoming Education session, visit [https://support.policystat.com/hc/en-us/articles/360007378254](https://support.policystat.com/hc/en-us/articles/360007378254)