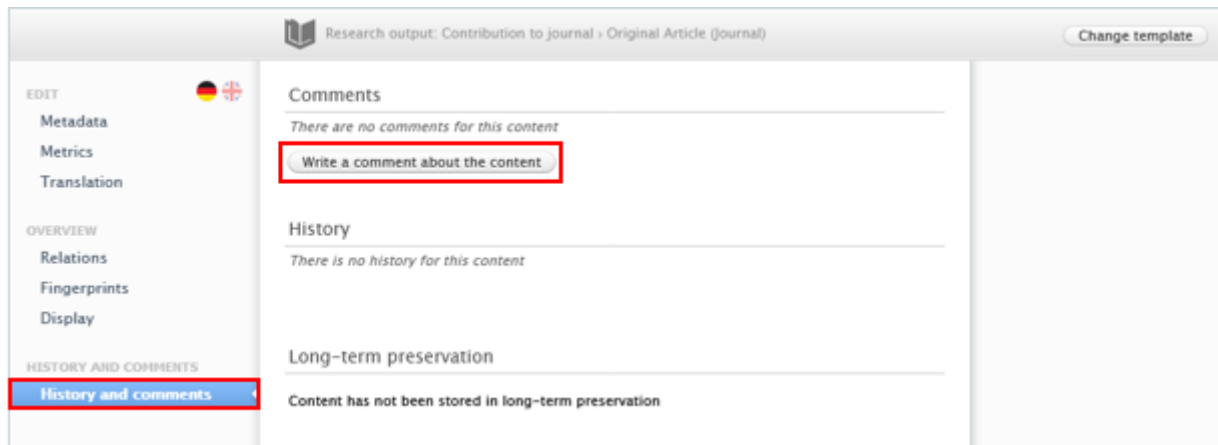


9.5. Comments and History

If you want to contact someone about a record in Pure, you can send them a message from that record. This method helps to avoid of the use of print screens, and long correspondence. Writing a comment on a record **depends on the workflow state**. For example, if a publication has gone through the validation process, writing a comment is no longer possible. In this case, please feel free to contact the RM at pure@pmu.ac.at.

To write a comment about a record:

1. Search for the record.
2. Go on *Comments and History*.
3. Click on *Write a comment about the content*:



4. Write a comment in the text box and select the names/roles of the Pure users who you want to see the comment.

Make sure, that you select the checkboxes next to the names, otherwise no message is sent. If **admins** are also affected, please only select **Mária Klein** and **Konstantin Thiel**:

Ein Bild, das Text, Schrift, Screenshot, weiß enthält. KI-generierte Inhalte können fehlerhaft sein.

5. Click on *Save*.

In the next step, users are alerted, and they will see your comment alongside a link to the content.

Revision #2

Created 2025-10-21 07:24:54 UTC by maria.klein

Updated 2025-10-21 07:33:19 UTC by maria.klein