

Administration > Request Management > Request Search > Details > Comments

Adding Comments

Adding comments to requests is a valuable way to keep notes, ask questions, or communicate with the request manager or other stakeholders.

- Navigate to the request details screen for the request you want to comment on.
- Locate the comments section & enter your comment in the text box provided.
- Click the "Add Comment", insert desired message and tag any user if needed. Then use the "Save" button to save your comment.

The screenshot displays the NexaONE interface for request management. On the left is a dark blue sidebar with navigation links: Dashboard, Assets, Entitlements, Locations, Orders, Reports & Exporting, and Administration. The main content area shows the details of a request with ID **5b21bf29-F95e-4f98-831e-216be59cf2d0**. The request status is 'IN QUEUE'. The 'Request Status' section includes fields for Client Name (Umbrella Corporation), RACS ID (224030279), Request ID (5b21bf29-F95e-4f98-831e-216be59cf2d0), Type (Add Location), Requested by (Jalduff Tyagi), Request Open Date (November 12, 2025 at 08:10 PM), and Request Closed Date. The 'Changes' section shows a table with columns for Type, Current, and New. The 'Comments' section on the right shows 'Zero comments' and 'No comments found'. A red box highlights the 'Add Comment' button in the top right corner of the interface.

Request Status	IN QUEUE
Client Name	Umbrella Corporation
RACS ID	224030279
Request ID	5b21bf29-F95e-4f98-831e-216be59cf2d0
Type	Add Location
Requested by	Jalduff Tyagi
Request Open Date	November 12, 2025 at 08:10 PM
Request Closed Date	-

Changes	Current	New
Type	N/A	15
Label	N/A	1st
Parent id	N/A	03054690-7bc3-435b-8654-8254603d555d
Is Verified	N/A	No
External Ids	N/A	
Business Unit Id	N/A	Umbrella Corporation
External Fields	N/A	
Group Locations	N/A	
Active Assets Count	N/A	0

5e-4f98-831e-216be59cf2d0

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Status Logs

Add Comment



Your Comment*

0 / 1000

Comment...

Tag Users

Username



Cancel

Save

Comments

Ze
No c

New

16

tst

03054690-7bc9-435b-8694-
8294d03d665d

No

Umbrella Corporation

External Fields N/A

Group Locations N/A

Active Assets Count N/A

0