


Add a Comment to a Parcel (Pervasive)

Questions? Call us at (855) 272-7638 and ask for the appropriate support department. [Questions for our I.T. department](#) may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

Comments are informational only; they do not affect any data. You may print a report called "Comments Report" in the Parcel Reports category; this report prints only those parcels with comments.

1. Locate the parcel for whom you want to add a comment.
2. Click **Parcel Info** on the Navigation Tree.
3. Click the **Comments** button.
4. Type your comment and press either your [Esc] key or the Ok button at the bottom to close this window. Pressing your [Enter] key will bring your cursor to the next line in the editor.

When you return to the Parcel Info screen, the Comments button now appears as: . If the text is red, that is due to a setting in General Setup⇒Program Preferences that allows you to color-code the Comments button.

If you had flagged this comment as "important", the next time this parcel is loaded on the screen, a dialog window appears displaying the text of the comment.

