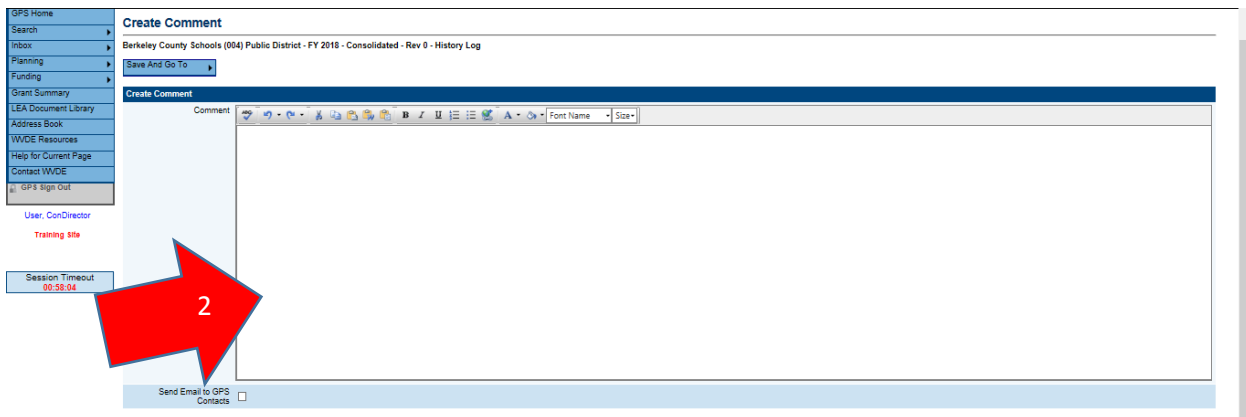

Create Comment

1. This is the screen where you can create comments that will be seen by all users that have access to the ESEA Consolidated Application.
2. Enter comments directly into the rich text box, or copy and paste from a Word document into the text box.



3. Checking the Send Email to GPS Contacts Checkbox opens the available contact group area.

Note: If you check this box you will be required to enter a comment in order to leave the page. Deselect the box if you wish to not leave a comment.

- a. The user is able to select and add contacts from multiple contact fields.
- b. Click the add button after selecting the appropriate contacts.
 - i. Note: you can select multiple contacts in the same field by holding down the ctrl button.**
- c. The recipient summary displays all of the contacts you have successfully added to receive the comment.
- d. If you have incorrectly selected a contact you can remove them by clicking the trash can icon.

Send Email to GPS Contacts

Available Contact Groups

LEA Contacts By Funding Application Title I Part A Contact
Title I-D LEA Contact
Title II Part A Contact
Title III EL Contact
State EL Funds Contact

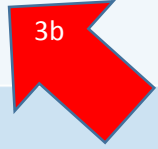
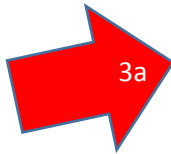
LEA Contacts By Role LEA Consolidated Update
LEA Data View
LEA Fiscal Representative
LEA Plan Data Entry

Other LEA Contacts

WVDE Contacts Consultant

WVDE Miscellaneous Contacts Robert Crawford

Additional Recipients



Recipient Summary

Contact Group(s) Selected

Title I Part A Contact

LEA Consolidated Update

