

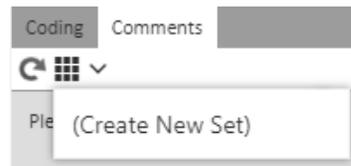
6a. Create a Comment Set

This PICNIC explains how to create a Comment Set in Document View and assign security to it.

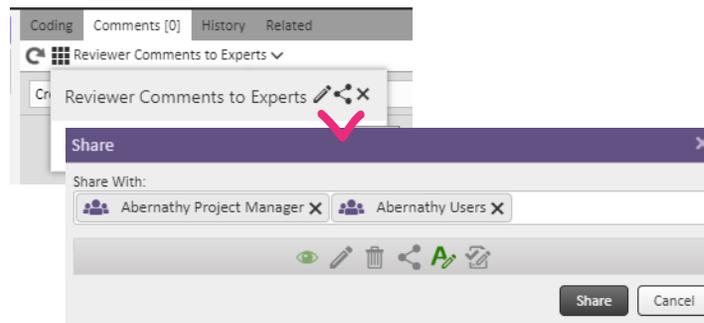
Steps

1. Navigate to Document View.
2. On the Comments tab, click the Set button  and select **Create New Set**.
3. Give the Comment Set a meaningful name, and a description if required
4. Select the newly created Comment Set, and then click **Share**.
5. Select the user groups who need access to the Comment Set, and give them the appropriate security.

Create a Comment Set



Set Security



Notes

- You can create multiple Comment Sets to keep work product (such as different review passes) separate.
- Users who need to create comments require Display and Modify Content access to the Comment Set.