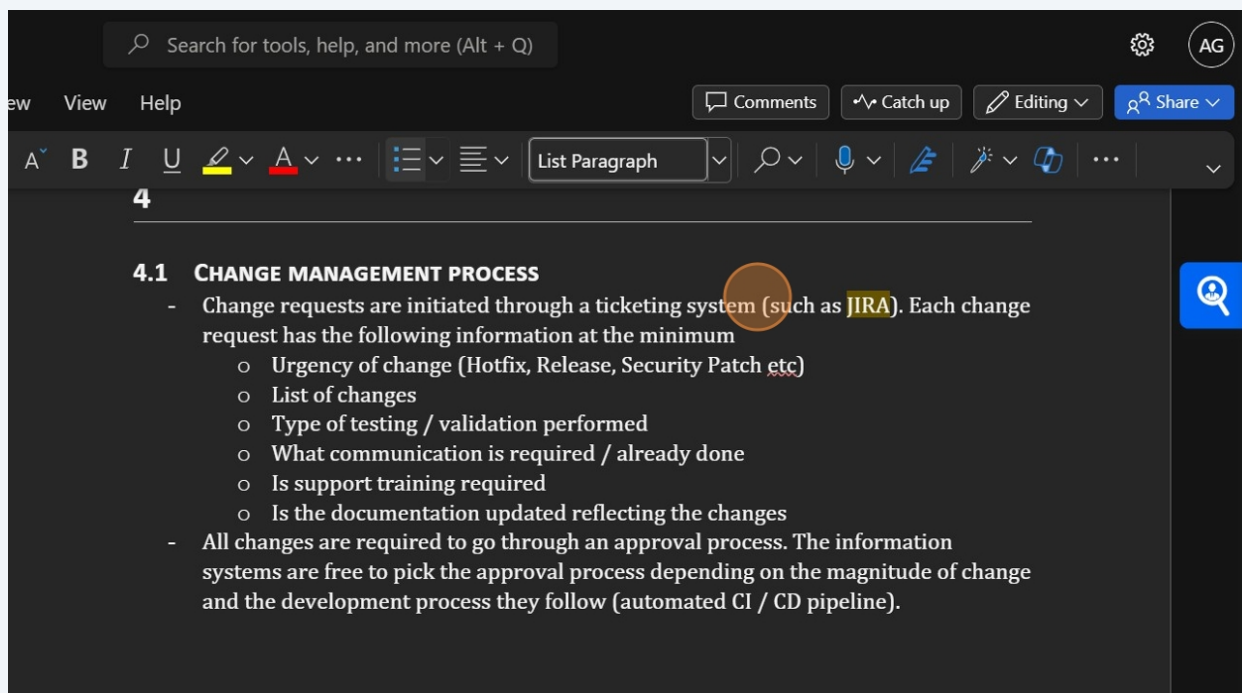


Highlighting and Commenting on Compliance Doc Templates

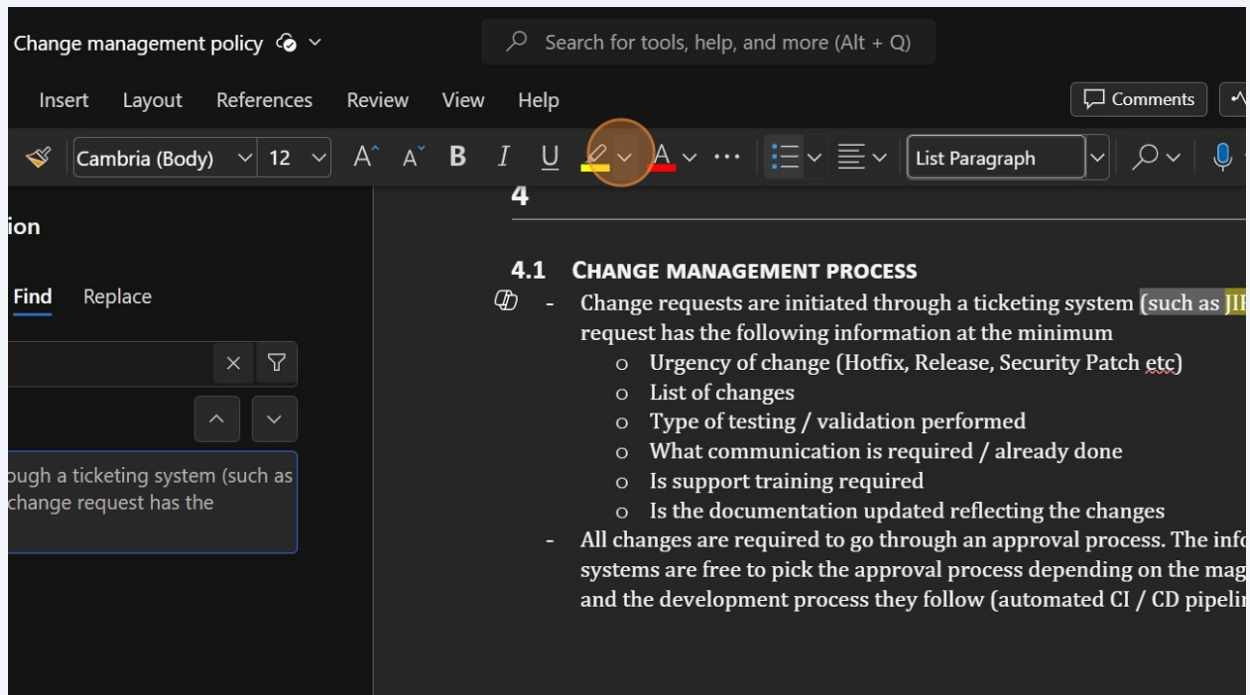


1 Open the template file

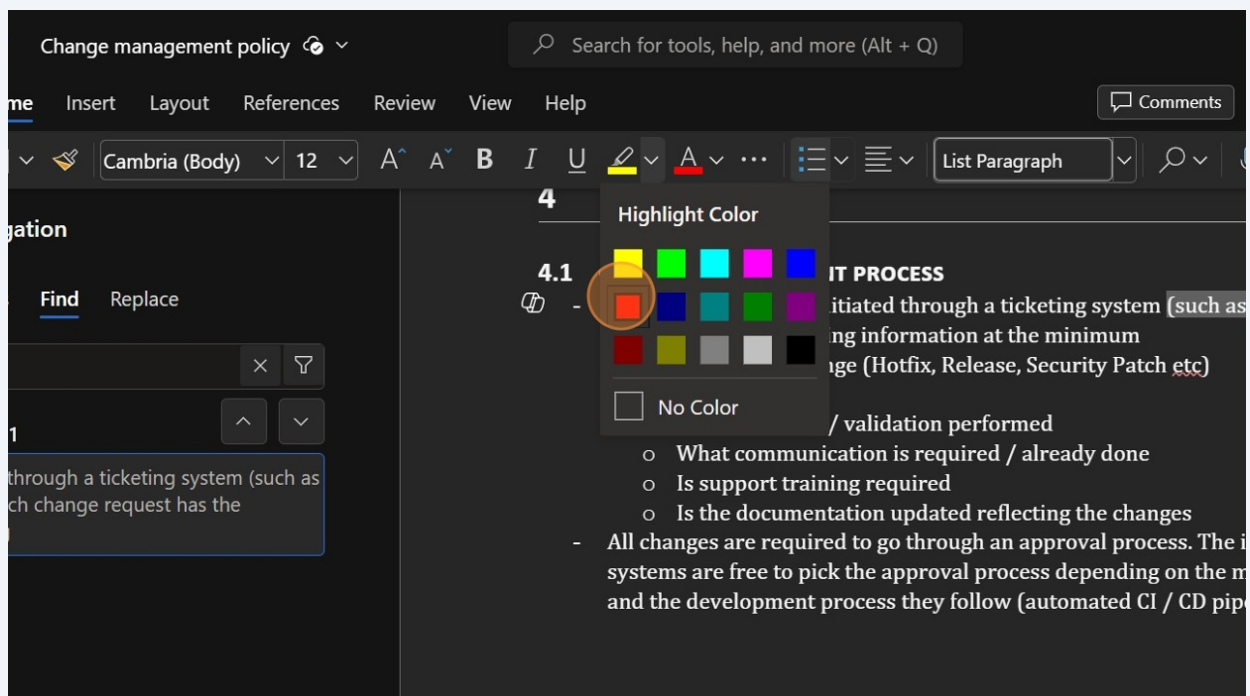
2 Select text you propose to change



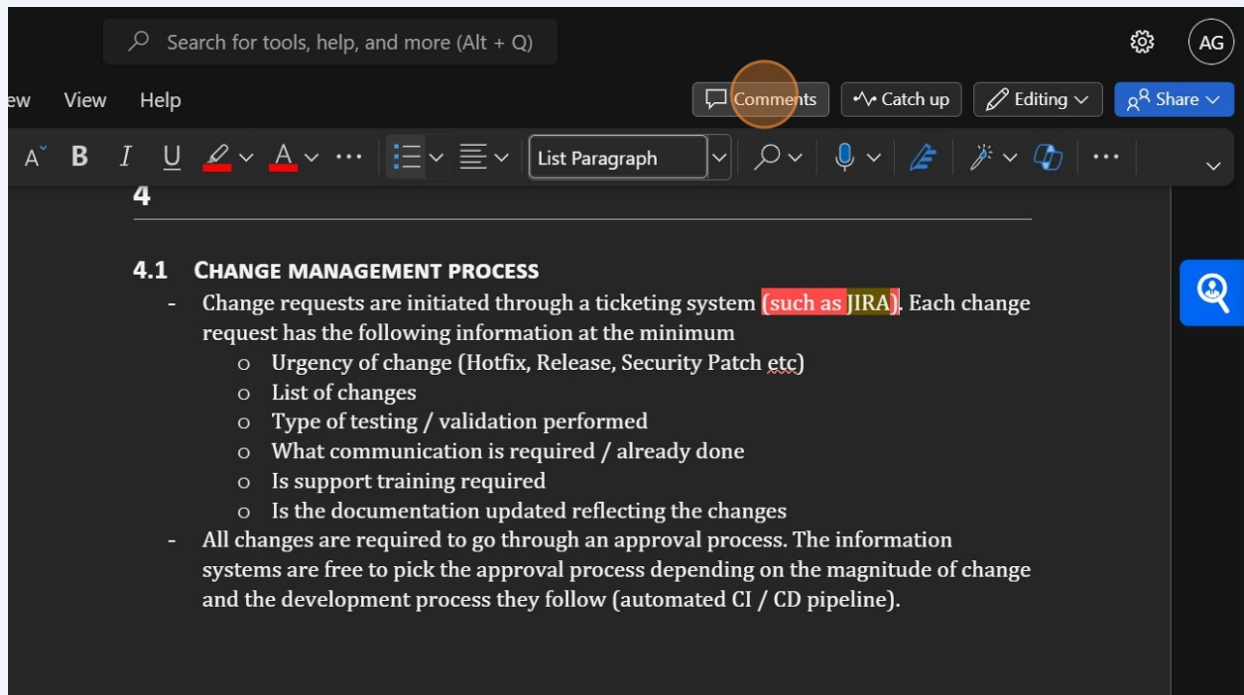
3 Highlight the text in red



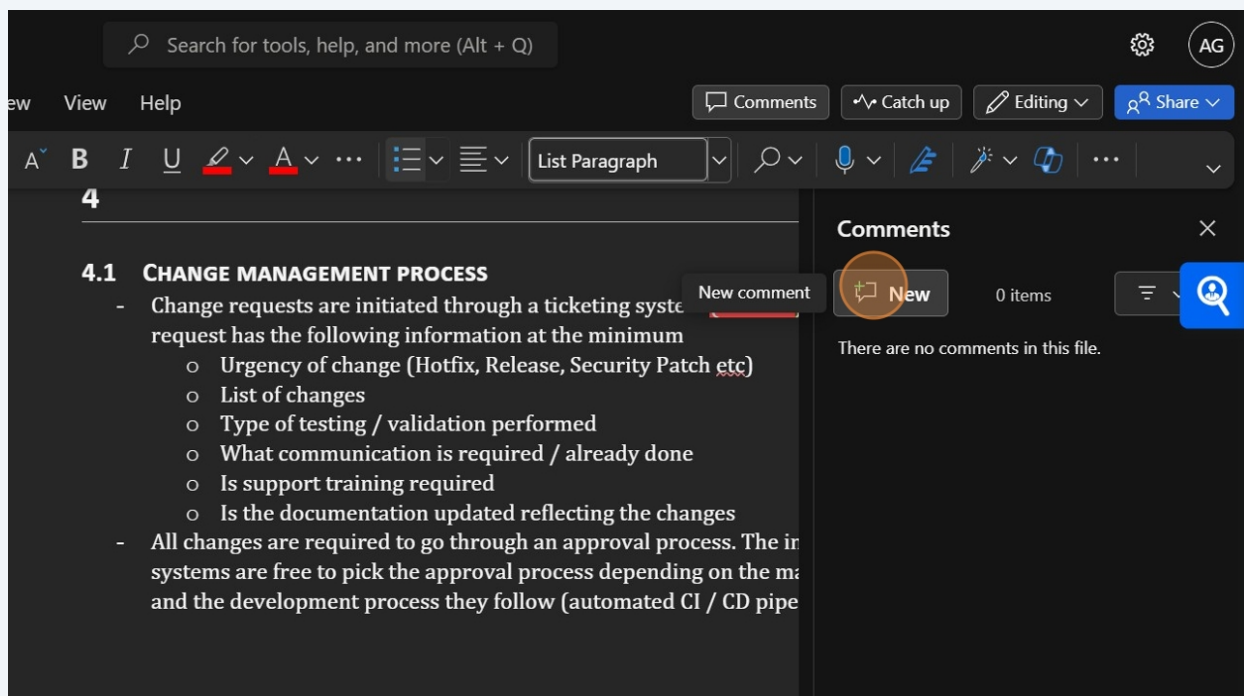
4 Click here.



5 Click "Comments"



6 Click "New"



7

Add comments about your proposed change, and click the "send" button

The screenshot shows a document editor interface. The main document area on the left contains the following text:

CHANGE MANAGEMENT PROCESS

Change requests are initiated through a ticketing system (such as JIRA). Each change request has the following information at the minimum

- Urgency of change (Hotfix, Release, Security Patch etc)
- List of changes
- Type of testing / validation performed
- What communication is required / already done
- Is support training required
- Is the documentation updated reflecting the changes

All changes are required to go through an approval process. The information systems are free to pick the approval process depending on the magnitude of change and the development process they follow (automated CI / CD pipeline).

The right sidebar is titled "Comments" and shows a "New" button, "1 item", and a search icon. A comment by "AG Andrew Greene" is displayed with the text "Remove reference to JIRA". Below the text is a tip: "Tip: Press Ctrl+Enter to post." and a "Post comment (Ctrl + Enter)" button. A red circle highlights the "Post comment" button.