

How to configure settings for allowing conversation in a task by the field user? (Task Comment)

FeetPort allows the field user to do a conversation with his supervisor while doing a task. This feature needs to be first configured by the web user from FeetPort web portal.

Web user can configure task comment by following these steps:

1. From **Navigation Menu**, go to **Configuration** module and then **Activities** sub module.
2. On **General** Setting tab, enable or disable the following:

| | |
|--|--|
| Allow conversation | Enable to allow conversation between user and his supervisor |
| Allow file attachment | Enable file sharing through comment feature |
| Allow location | Enable to share location as well |
| Allow Notify Assign User | Enable to notify the user about new comment |
| Allow Notify Creator | Enable to notify the creator of task about new comment |
| Allow Notify Reply to Users in thread | Enable to notify the tagged persons in the thread |

3. Choose the options accordingly and **Update** the activity.
 4. Go to the **Tasks** module now.
 5. On right hand side click on **comment** beside logs of that particular task.
 6. Write back to the message by typing and press enter. This message will be received to the Mobile user in application.
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