

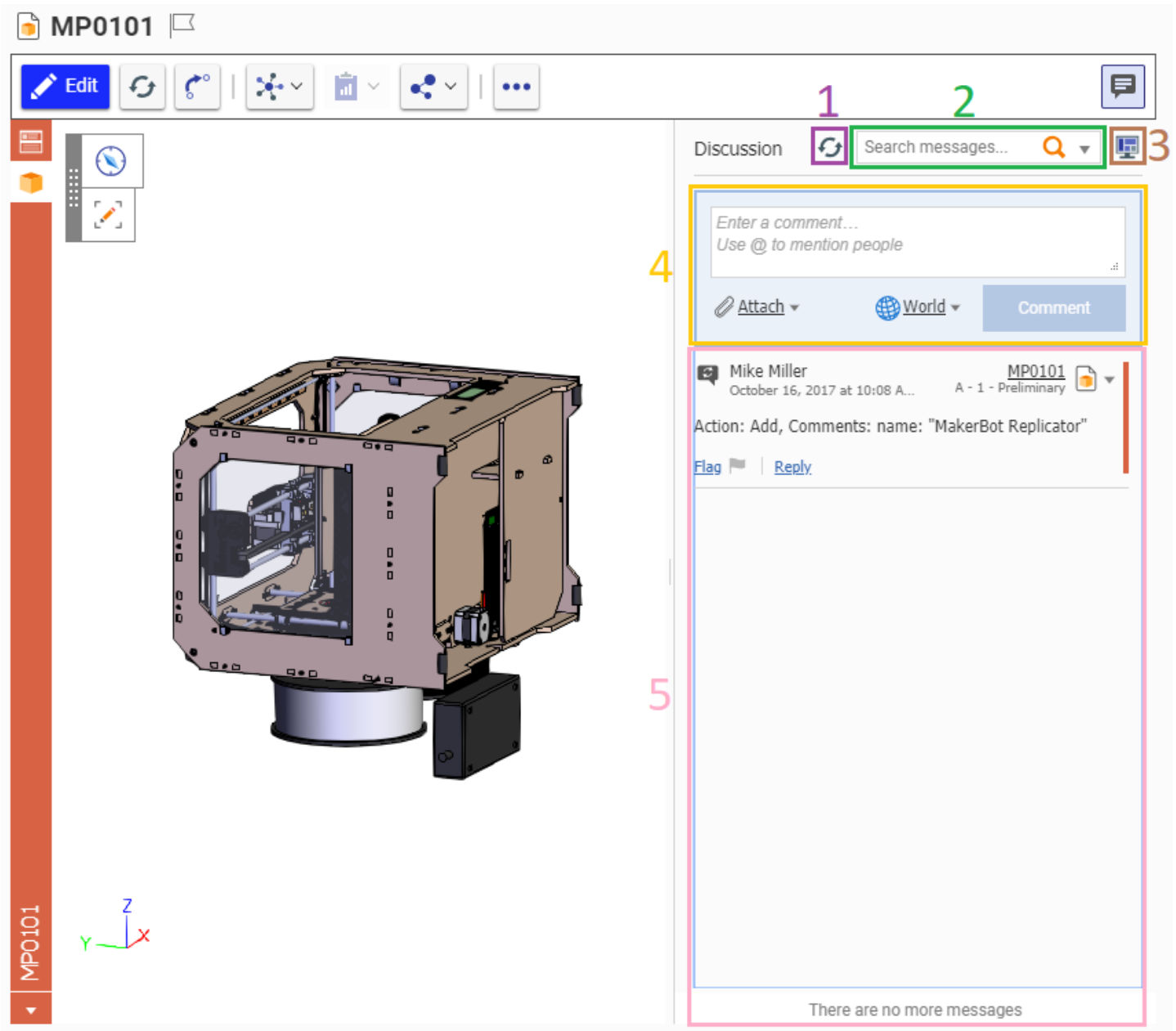
# Visual Collaboration for Discussing Items

You can discuss Parts, Documents, CAD Documents, CAD Models, etc. with your team right in Aras Innovator. To do so, use the discussion feature as described in the following subsections.

In this section, the term *Item* means an item of discussable ItemTypes: Parts, Documents, CAD Documents, CAD Models, etc. Examples shown on CAD Documents and CAD Models are generic and applicable to other Items.

To access the discussion feature, click the **Discussion** button on the right of the **Item** toolbar:





1. Click the **Refresh** button to see the latest changes in the discussion.
2. Use the **Search** box to search for comment messages in the discussion.
3. Click the **Display Settings** button to change the discussion view.
4. Compose a message in the **Comment** field and click the **Comment** button to post it as part of a discussion.
5. The **Discussion** box displays all comment messages that are part of a discussion.

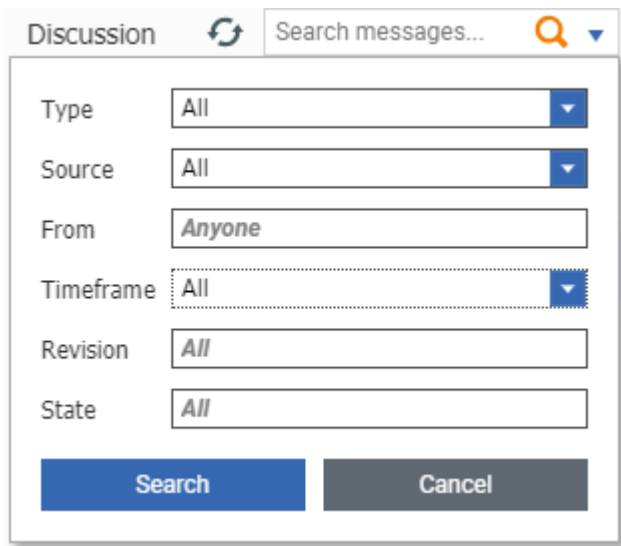


## Searching Comments

You can use the **Search** box for simple and advanced searching of specific comment messages in a discussion. You can combine these two methods.

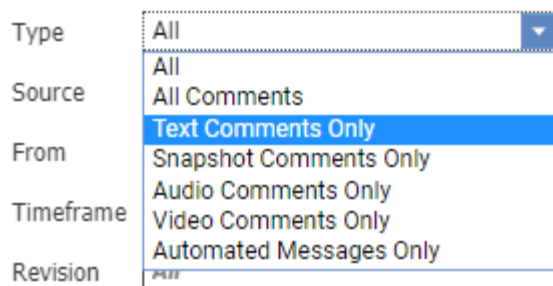
For a simple search, type your keywords in the **Search** box and press Enter on your keyboard.

For advanced search, click the **drop-down arrow** in the **Search** box and specify your search criteria in the following fields:



The screenshot shows a search dialog box titled "Discussion" with a refresh icon and a search bar labeled "Search messages...". Below the search bar are several filter fields: "Type" (dropdown menu), "Source" (dropdown menu), "From" (text input field), "Timeframe" (dropdown menu), "Revision" (text input field), and "State" (text input field). At the bottom are "Search" and "Cancel" buttons.

- **Type** – Displays a drop-down list of comment message types: All, All Comments, Text Comments Only, Snapshot Comments Only, Audio Comments Only, Video Comments Only, Automated Messages Only.



The screenshot shows the "Type" dropdown menu expanded, displaying the following options: All, All Comments, Text Comments Only (highlighted), Snapshot Comments Only, Audio Comments Only, Video Comments Only, and Automated Messages Only.

- **Source** – Displays a drop-down list of comment messages: **All**, **This Item Only**.

Source

From

- **From** – Displays the author name associated with the comment messages.
- **Timeframe** – Displays a drop-down list to enables you to specify the timeframe during which comment messages were created: **All**, **Within the Last**, **Date Range**.

Timeframe

Revision

- **Revision**– Enables you to specify a Revision value of the item for search.
- **State** – Enables you to specify a life cycle state for search.

## Setting up the Discussion Display

The **Display Settings** button enables you to configure the view of information that appears in a discussion.

Search messages...

Show by

Display

- **Show by** – A drop-down list to specify the order of comment messages: **Conversation**, **Thread Date**, **Message Date**.

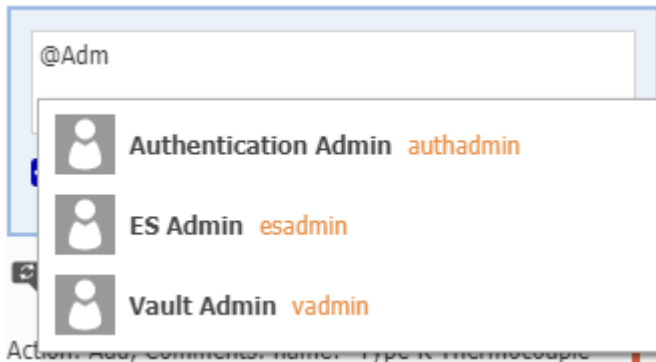
Show by

- **Display** – A drop-down list to specify the display type: **Standard**, **Review**.

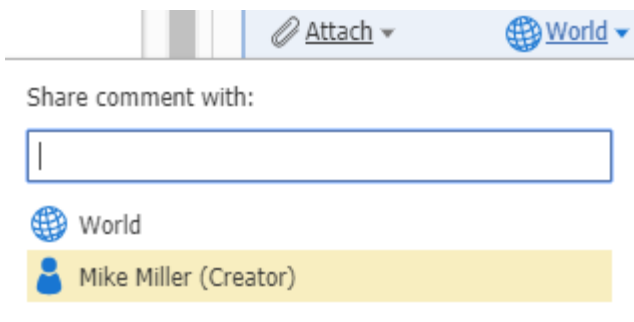
Display

## Managing Your Comments

You can use the **Comment** box for composing messages and posting them in the discussion of an Item. To post one, enter your message in the text box and click **Comment**. You can also use the @ sign to send the message to specific people.



By default, everyone can see a comment thread, including the message and all replies to it. An initial comment message has the **World** link when created. To change this accessibility, click the **World** link and then click the person you want to share the comment thread.



The person's **name** replaces the **World** link. Only you and this person can see this comment thread.

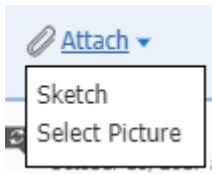


If you want to add an image to your message, use the **Attach** link to attach the image file and click **Comment**. The **Attach** link displays the following options:

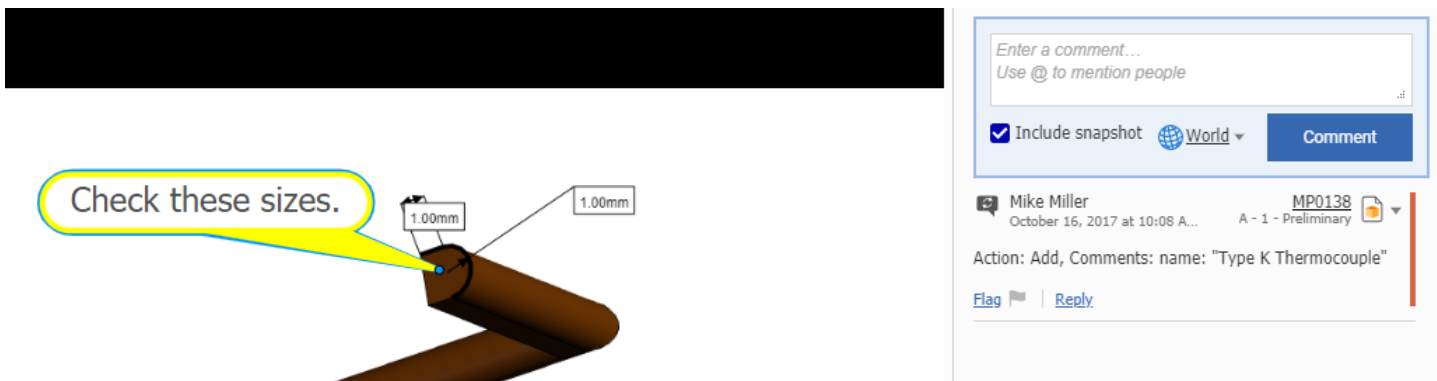
**Important**



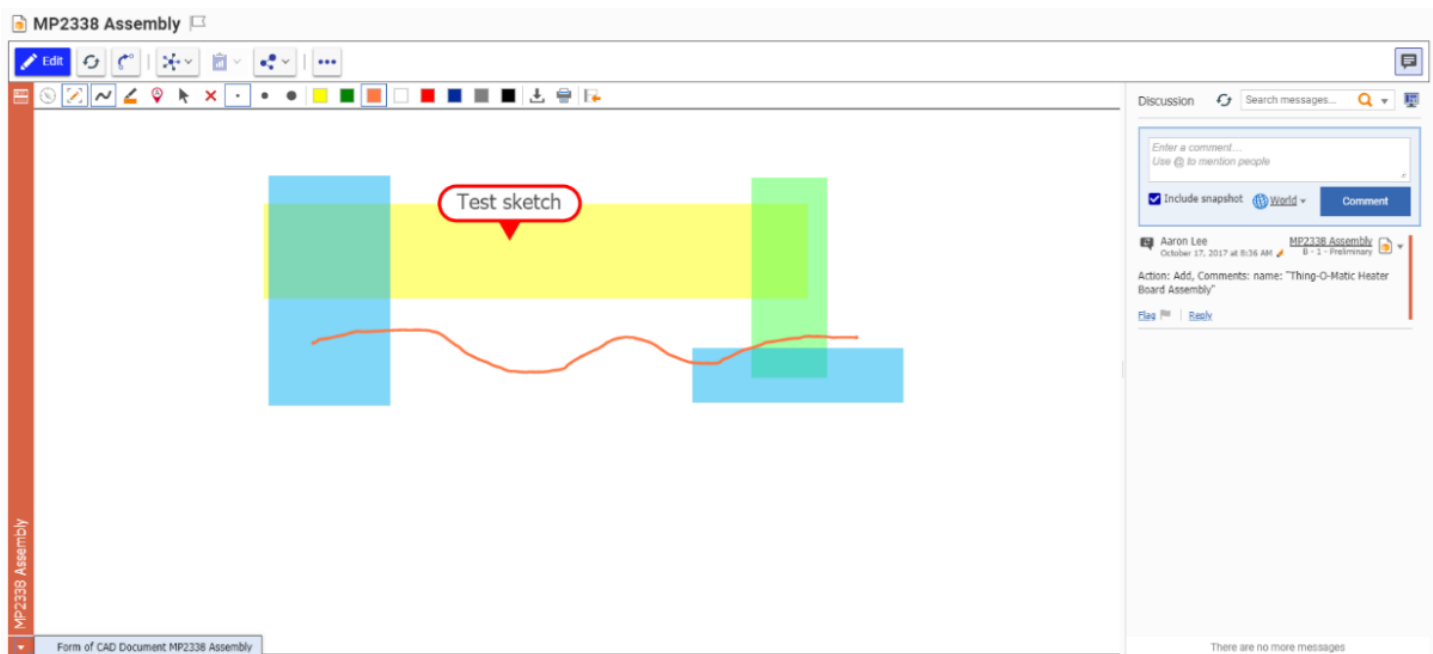
You need to purchase a subscription for viewing and working with native CAD Models in Aras Innovator right from the corresponding Item and the discussion feature. Without this subscription, drawing and images are not available.



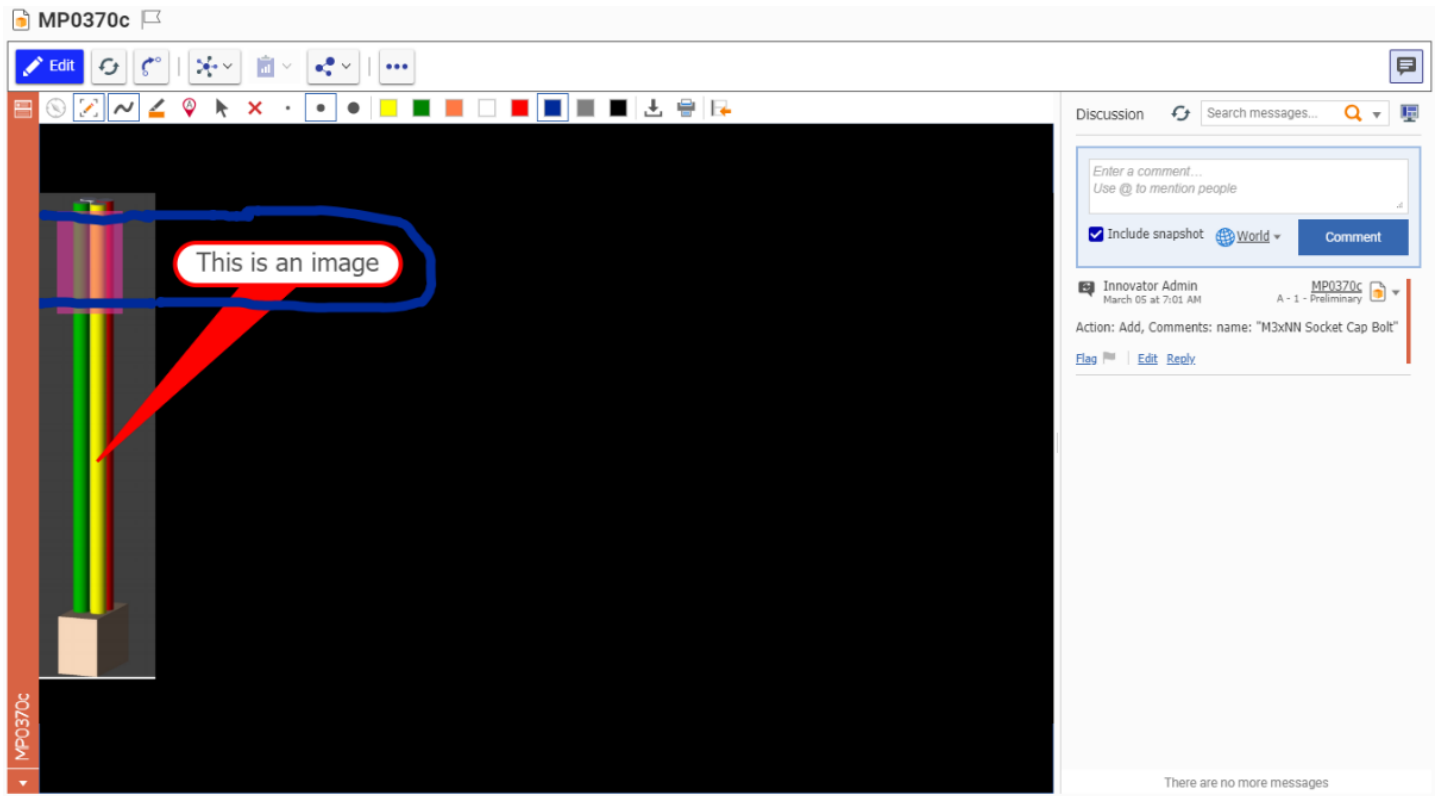
- **Sketch** makes a snapshot of an Item view if you check the **Include snapshot** check box.



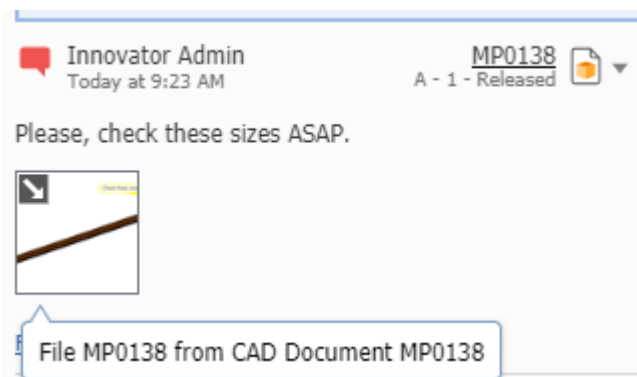
Even if an Item has no 3D Model attached, you can use this feature to draw an arbitrary sketch using the markup tools.



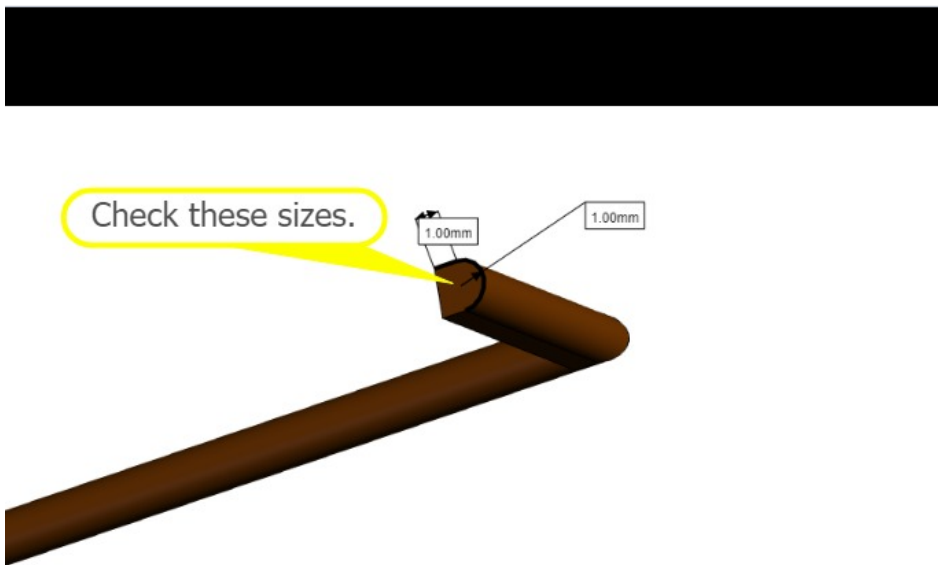
- **Select Picture** opens the standard dialog of your operating system for file browsing. Search for and select an image. The uploaded image appears in the image view. You can draw on the uploaded image using the markup tools.



When attached, the image appears as a thumbnail in a comment message.



Click the thumbnail, and the image appears in the Item view.



Discussion ↺ Search messages... Q 🖨

Enter a comment...  
Use @ to mention people

☒ Include snapshot 🌐 World Comment

🗨 Innovator Admin  
Today at 9:23 AM MP0138  
A - 1 - Released 📎

Please, check these sizes ASAP.

Flag 🚩 | [Edit](#) [Reply](#) [Erase](#)

🗨 Mike Miller  
October 16, 2017 at 10:08 A... MP0138  
A - 1 - Preliminary 📎

Action: Add, Comments: name: "Type K Thermocouple"

Flag 🚩 | [Reply](#)

If you need to edit your message, click the **Edit** link at the bottom of your comment, edit the message text, and click **Save**.

🗨 Innovator Admin  
Today at 9:23 AM MP0138  
A - 1 - Released 📎

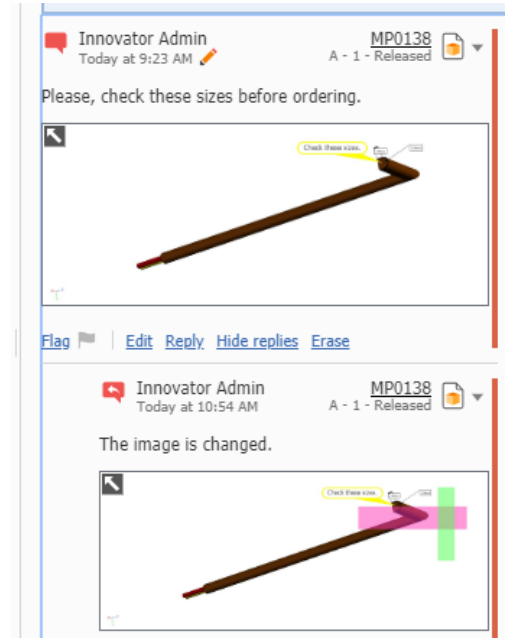
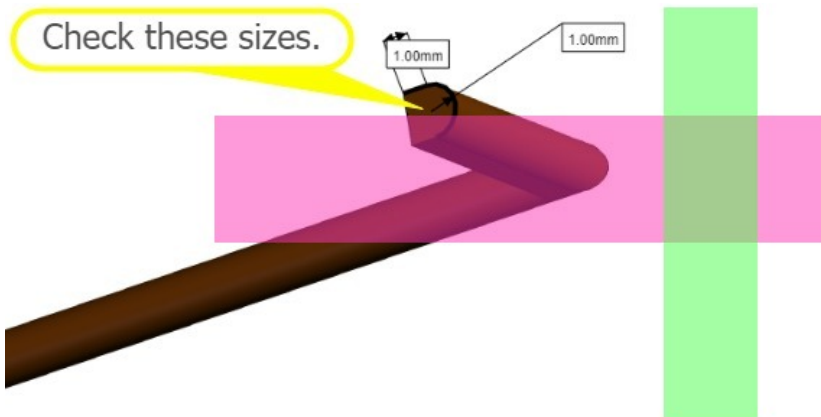
Please, check these sizes before ordering.

Save

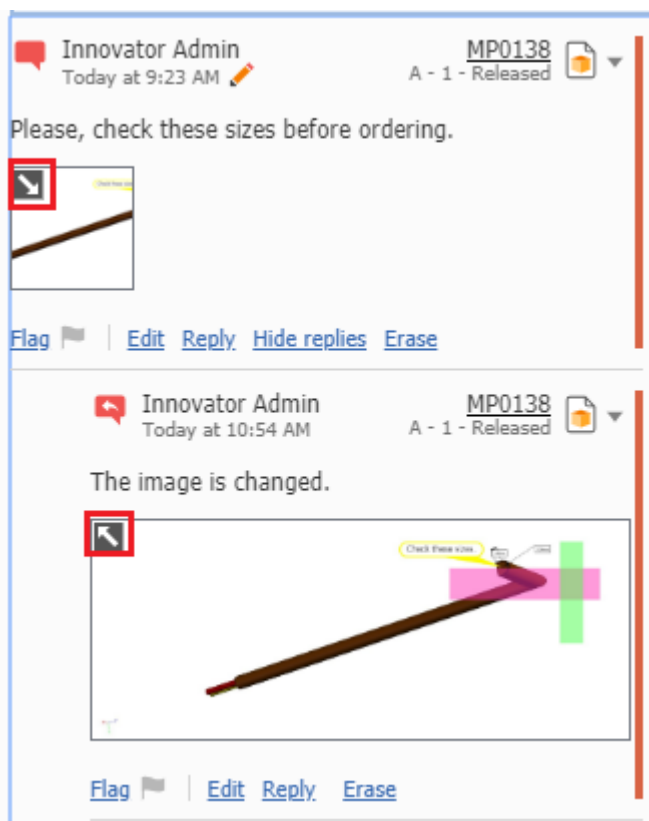
[Flag](#) 🚩 | [Edit](#) [Reply](#) [Erase](#)

You cannot edit or remove attached images. You can draw with the markup tools on the attached images. To save the changes, you need to attach the changed image as a snapshot to a new comment. To keep a history of changes, you can attach the changed snapshot as a reply to your own comment.

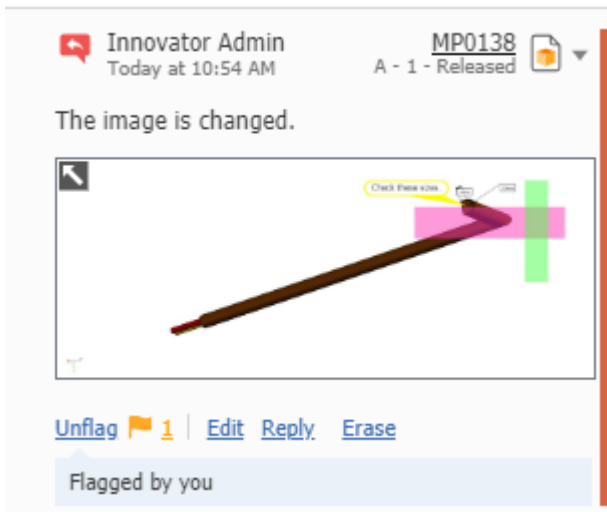




To enlarge or reduce a thumbnail, click the **arrow** button at the top left corner of the thumbnail.



You can mark important messages with the **Flag** link. For a comment with flags, click the **number** link after the flag icon to see who flagged the comment.



Click the **Erase** link that appears at the bottom of the Comment box to delete your comment message in a discussion. You can only delete your own messages and attached files. You cannot delete other people's messages. The discussions keep a history of changes; metadata for erased messages is always available. This metadata provides the following information about a deleted message: author, when it was erased, related CAD Document, CAD Document version and state.



Enter a comment...

Use @ to mention people

Attach

World

Comment

Innovator Admin

Today at 8:04 AM

MP0101

B - 2 - Preliminary

Message erased Today at 8:22 AM.

Hide replies

Innovator Admin

Today at 8:05 AM

MP0101

B - 2 - Preliminary

Message erased Today at 8:22 AM.

Innovator Admin

Today at 8:05 AM

MP0101

B - 2 - Preliminary

Message erased Today at 8:22 AM.

Mike Miller

October 16, 2017 at 10:08 A...

MP0101

A - 1 - Preliminary

Action: Add, Comments: name: "MakerBot Replicator"

Flag

Reply

Hide replies

Innovator Admin

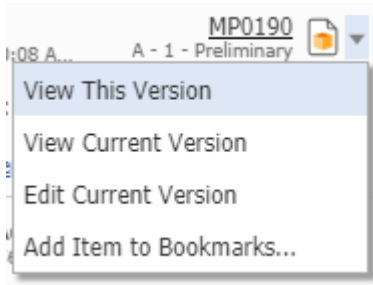
Today at 8:04 AM

MP0101

A - 1 - Preliminary

Message erased Today at 8:22 AM.

You can quickly navigate through Item versions in discussions. Click the **drop-down arrow** after the displayed version that appears in the top right corner of a comment message. A drop-down list appears with the following options: **View This Version**, **View Current Version**, **Edit Current Version**, **Add Item to Bookmarks**. When selected, the view of a corresponding Item version appears.



## Replying to Other's Comments

To reply to a comment:

1. Click the **Reply** link at the bottom of the **Comment** box. The **Reply** box appears.



2. Enter your comment.
3. If necessary, attach an image as described in section [Managing Your Comments](#).
4. Click **Reply**.



You can edit and delete only your replies as described in section [Managing Your Comments](#).

