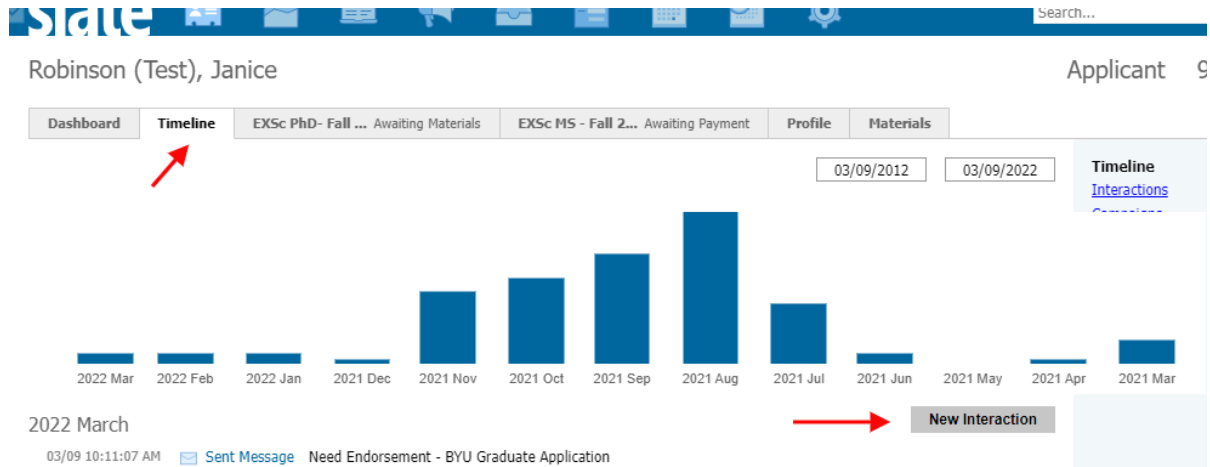# Add a new interaction to the applicant record

1. Go to the Timeline tab, and click the New Interaction button

2. Choose the code (comment is most likely what you will use)

- Enter a subject, so that the comment is easily identified after saving
- You can enter a private comment, only visible to administrators who have access to applications. OR, you can make it visible to the applicant by checking the 'Post to online status' checkbox and entering your comment in the Public comments box
- Click Save.

Interaction		⟩

User	Shibla, Maggie ▾
Code	Comment ▾
Date	03/09/2022 Time 03:33:45 PM
Subject	request to change term

Private Comments

Department requested a move to Fall. Applicant selected Spring.
email to Logan Gillette

Choose private or public comment

Public ☐ Post to online status (includes subject and public comments)

Robinson (Test), Janice

Dashboard	**Timeline**	EXSc PhD- Fall ... Awaiting Mat

private comments
appear in the Timeline.
Click to open.

2022 | 2021 Nov | 202

2022 March

03/09 3:33:45 PM	📄 Comment	request to change term
03/09 10:11:07 AM	✉ Sent Message	Need Endorsement - E