

COLLABORATE WITH USERS THROUGH BASWARE

Collaboration is done using **Discussions** on specific documents. You can view and reply to a discussion in the document details page of any document you can access.

You can see that there is a discussion on a document in AP Pro when you see the double bubble icon in the **Discussion** column.

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Discount available	Olszen Katrine		Mo
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Create a Discussion

- In the invoice's detailed view, click the **Discussions** tab.
- Click **Start discussion** or **Post new message**.
- Select one or many recipients from **Select recipients**.
- Type a message to the recipients in the **Type your discussion message here** field.
 - Maximum of 1,000 characters is allowed.
- Click **Post**.

Respond to a Discussion

- On the invoice header tab, click the **Discussions** tab.
- Click **Reply** and then **Post**.

Notification Alert of a Discussion

- Notification of a new discussion or replies to a discussion you are participating in can be seen:
 - In the daily summary email
 - in the Notifications area of Edge

Tip: Notifications can be flagged and filtered.

