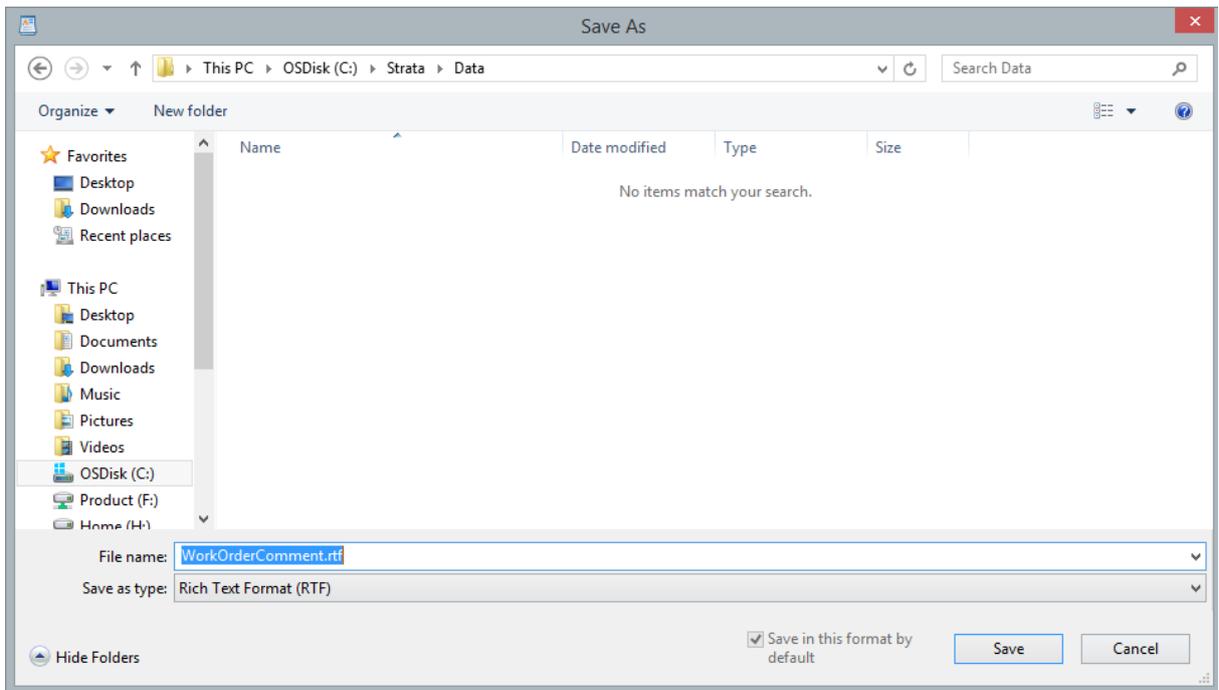# How to Add an Additional Comment to All Work Order Requests

To create a comment so that it appears on the bottom of all Work Order requests, please follow the below steps;

- Open up the program 'Wordpad' from your computer's start menu

- Type the message that you wish to appear on all Work Orders

- Save this document as the name 'WorkOrderComment' and ensure that the file type is Rich Text Format i.e the file will have the ending .rtf

- Save this in your \\SERVER\Strata\Data\ folder on the server containing your Strata Master database

The comment will now appear on all WORK ORDER requests when printed.

> All work must be carried out in accordance with WHS Workplace Safety Requirements
>
> To ensure prompt payment, please quote Work Order reference number on your Invoice

20/02/2019 8:47 am AEDT