

A vertical yellow bar on the left side of the page.

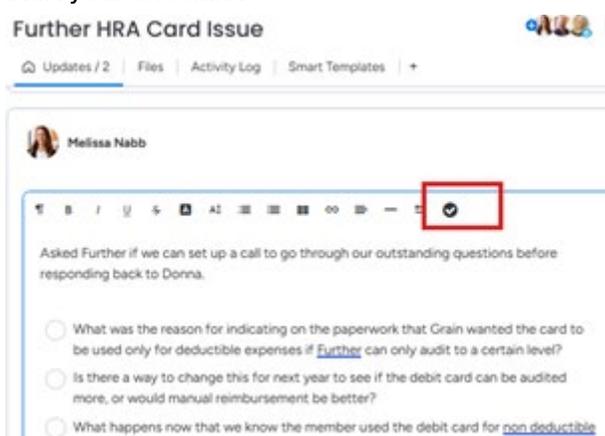
# Monday.com Tips & Tricks

- ◆ [Optimizing the Comment Bubble](#)
- ◆ [Monday.com Resources Board](#)

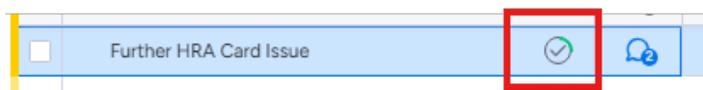
# Optimizing the Comment Bubble

## Multiple Uses for the Comment Bubble

- Make Checklists
  - When writing an update within the comment bubble, you can also build a checklist to track your steps/status
  - Use the checkbox button (boxed in red below) to start your checklist

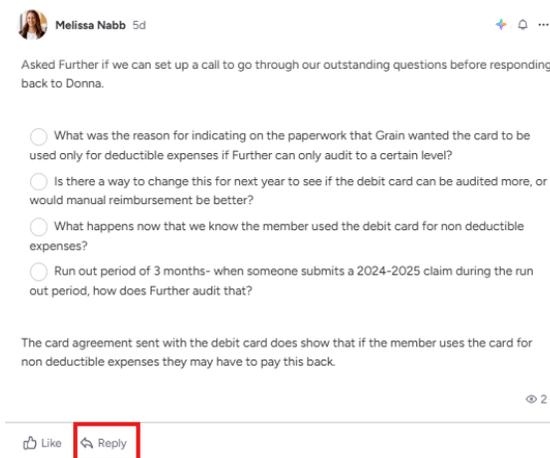


- There will be a checkbox icon to the right of your task (as shown below) with a green indicator showing the progress on your checklist

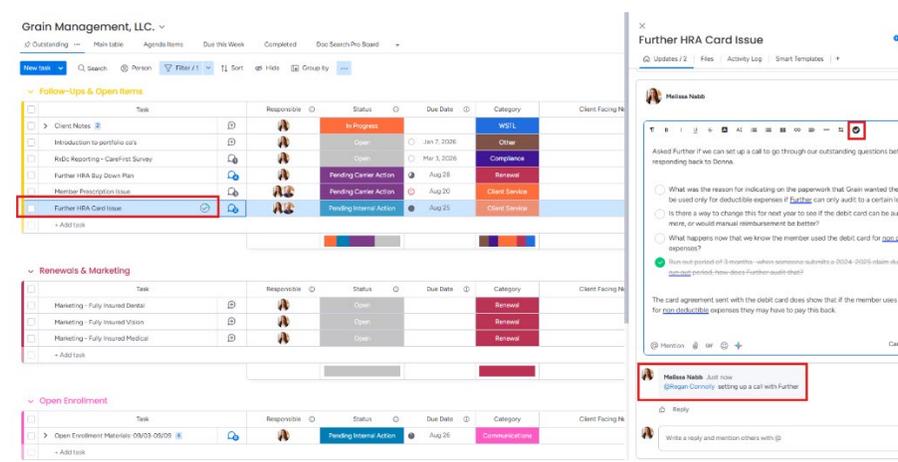


- Click the bubble to the left of the step that has been completed to cross it off your list

- Write Replies
  - Instead of posting a new comment, you can reply to an existing comment to keep the information better organized. To do this, use the reply button as shown below



- Tag People
  - Tagging a person should send a notification to them, making this is a great feature to make sure an update gets pushed out





# Monday.com Resources Board

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Information Store on Monday.com Resources Board

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- [Monday.com Resources](#)
  - Here is a reminder of all the useful information stored on the Monday.com Resources Board (liked above)
    - Specialist Team Request Forms
      - Analysts, Comms, Non-Med, Pharmacy, SBU Marketing, Tech Team
    - Resources
      - **NEW: Power BI Dashboard**, Feedback Form, New Consultant Guide
    - FAQs
      - Previously sent weekly tips
      - Monday.com 101 (basic information on how to use Monday.com)
      - Best Practices
      - My Work Customization Information
      - New Client Onboarding Process
  - And more!
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