



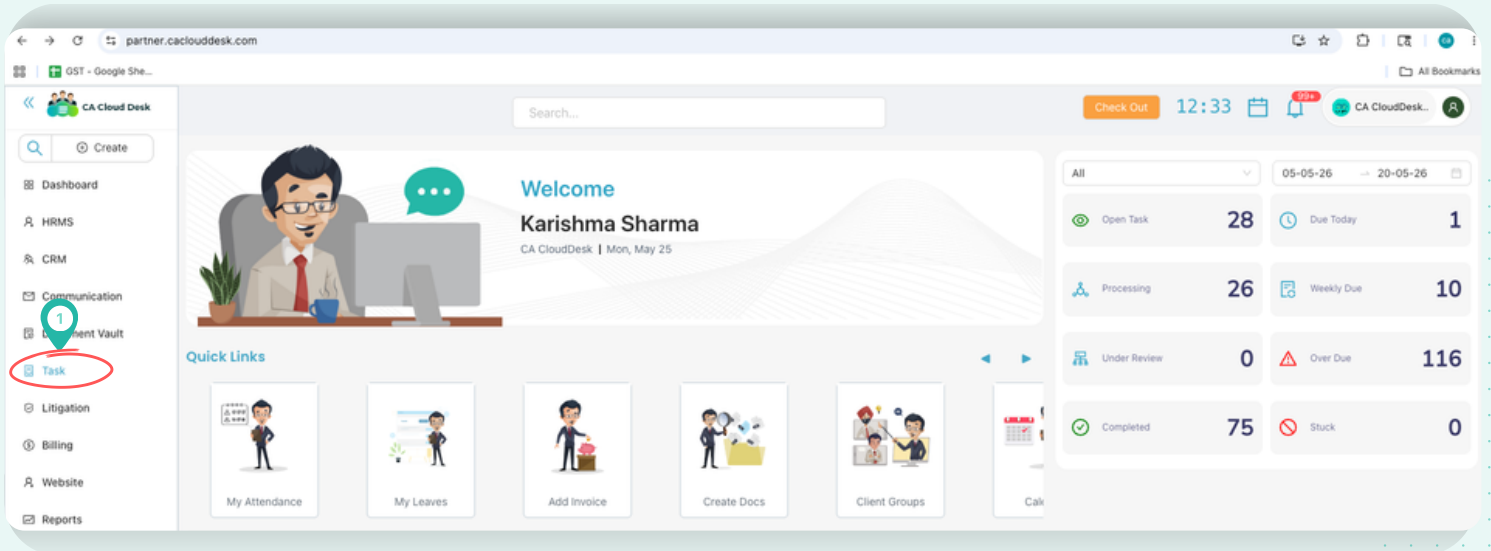
Task Comments

CA CloudDesk



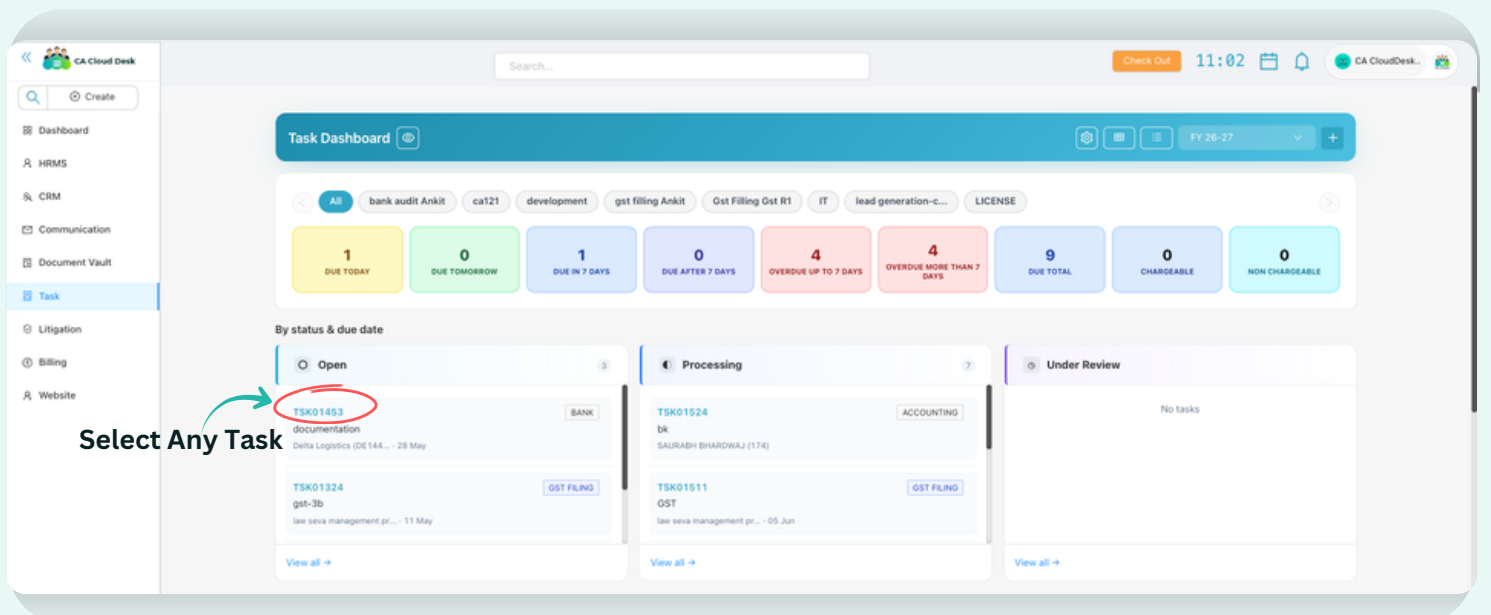
Step 1: Log in to CA CloudDesk.

From the CA CloudDesk left navigation menu, select **Task**.



Step 2: Select any Particular Task.

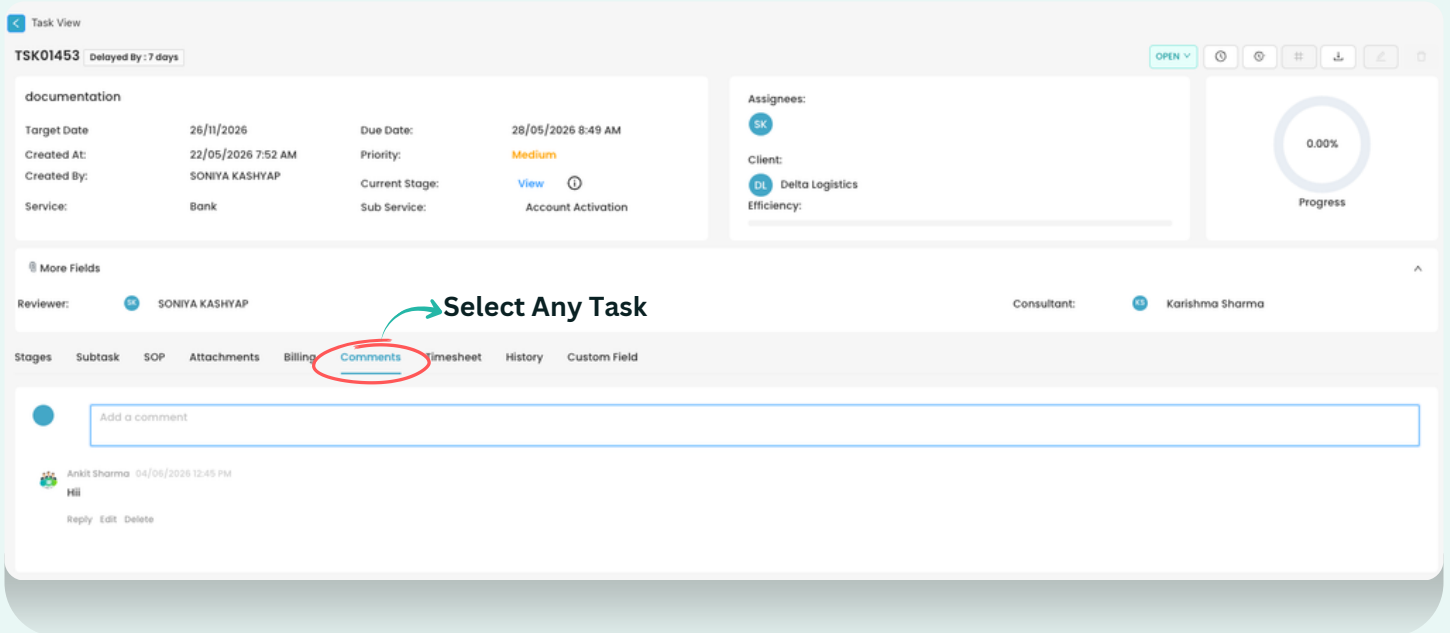
From the Task Dashboard, open any particular **Task**.





Step 3: Navigate to Comment Option.

From any particular opened Task, Select the **Comment** option. From here, you can add any comment.



Task View

TSK01453 Delayed By: 7 days

documentation

Target Date: 26/11/2026
Created At: 22/05/2026 7:52 AM
Created By: SONIYA KASHYAP
Service: Bank

Due Date: 28/05/2026 8:49 AM
Priority: Medium
Current Stage: View ⓘ
Sub Service: Account Activation

Assignees: SK
Client: DL Delta Logistics
Efficiency:

Progress: 0.00%

More Fields

Reviewer: SONIYA KASHYAP
Consultant: Karishma Sharma

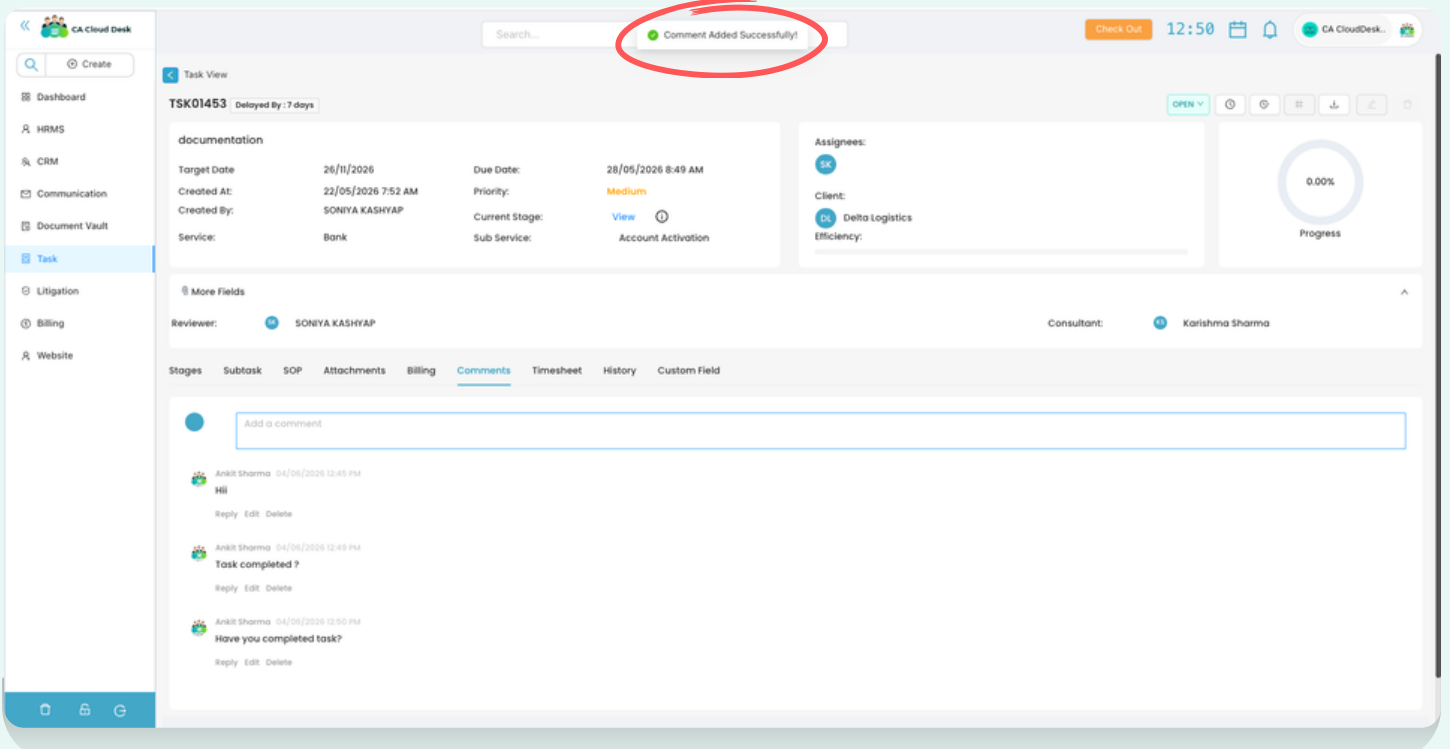
Stages Subtask SOP Attachments **Comments** Timesheet History Custom Field

Add a comment

Ankit Sharma 04/06/2026 12:45 PM
Hi
Reply Edit Delete

Step 4: Comment Added Successfully.

Once the comment is added, a success message **Comment Added Successfully** will be displayed.



CA CloudDesk

Search... **Comment Added Successfully!** Check Out 12:50 CA CloudDesk...

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documentation

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Stages Subtask SOP Attachments **Comments** Timesheet History Custom Field

Add a comment

Ankit Sharma 04/06/2026 12:45 PM
Hi
Reply Edit Delete

Ankit Sharma 04/06/2026 12:49 PM
Task completed ?
Reply Edit Delete

Ankit Sharma 04/06/2026 12:50 PM
Have you completed task?
Reply Edit Delete

COMPLETED

