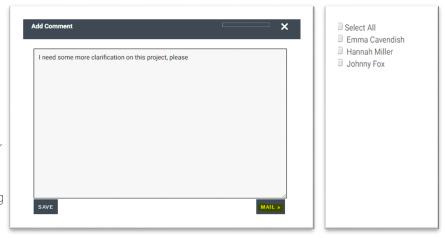**Welcome to FunctionFox!** Questions or comments? Contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

FunctionFox Project Blog

The Project Blog (**Traffic > Blog**) acts as a communication tool designed to help teams collaborate effectively, and allows users to exchange and store project information in one central place (FunctionFox Premier & In-House only).

To add a comment to the Blog, select the Client and associated Project that you want to comment on, and click the Add Comment button. Type in whatever question or comment you have into the comment box, and click Save. Clicking on the Mail button will also allow you to email your Blog comment directly to members of your team —

simply check the box next to their name, or Select All, and then hit Save.
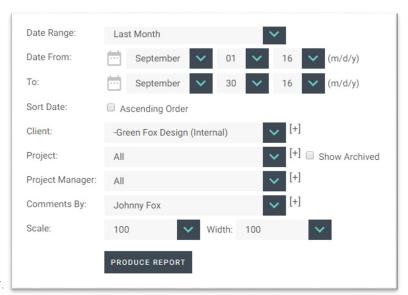
Once saved, your comment will appear in the body of the Project Blog, and other users on the account will be able to see it and add their own comments and replies.

The Project Blog also features a Client Level Blog for every active Client within FunctionFox. The Client Level Blog is not tied to a specific project, and is the perfect place to keep track of Client-related information, such as payment terms, special requests, etc.

Project Blog Report

Click the Tips/Links box on the upper right-hand side of the Blog page to access the Project Blog Report. This report allows you to pull a record of Blog posts within a chosen date range and for specific Clients and Projects, or All. You may also filter the report by project manager, or focus on comments made by a specific user.

Once produced, this report can be saved in Excel, PDF, HTML, or CSV format.