

Viewing an Individual Comment Summary

Purpose: Users can view only those comments to which they have been granted 3C group security. The following table describes how to view a summary of all comments for an individual.

Step	Action												
1.	<p>Navigate to the Person Comment Summary page: Main Menu > Campus Community > Comments > Comments-Person > Person Comment Summary</p> <p><i>Favorites Main Menu > Campus Community > Comments > Comments - Person > Person Comment Summary</i></p> <p>Person Comment Summary</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>												
2.	<p>Enter the search criteria for the individual for whom you wish to view comment summary. Click the Search button.</p> <p>Result: The Person Comment Summary tab displays.</p> <p>Comment Summary Operator 3C Groups Summary</p> <p>Luke Skywalker TR0001</p> <p>Selection Criteria</p> <p>Function: <input type="text" value="Variable Data"/> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Help"/></p> <p>Category: <input type="text"/> Comment ID: <input type="text"/> <input type="button" value="Search"/></p> <p>Search Results</p> <p>Comment Category Comment ID <input type="button" value="Refresh"/></p> <table border="1"> <thead> <tr> <th></th> <th>Category</th> <th>Description</th> <th>Function</th> <th>DateTime</th> <th>Sequence</th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>View</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> <p>Comment Summary Operator 3C Groups Summary</p>		Category	Description	Function	DateTime	Sequence	Edit	View				
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3.	<p>If you wish to further narrow your search, enter additional criteria, such as Function or Category. To see all comments (for which you have view access), click the Search button.</p> <p>Result: The comments are listed.</p> <div data-bbox="354 436 1386 735" style="border: 1px solid #ccc; padding: 5px;"> <p>Search Results</p> <p>Comment Category Comment ID </p> <table border="1"> <thead> <tr> <th></th> <th>Category</th> <th>Description</th> <th>Function</th> <th>DateTime</th> <th>Sequence</th> </tr> </thead> <tbody> <tr> <td>Edit View</td> <td>SELOAN</td> <td>SF Emergency Loans</td> <td>SFAC</td> <td>11/02/2010 11:17:18AM</td> <td>3</td> </tr> <tr> <td>Edit View</td> <td>FINGEN</td> <td>FA Comments - Converted</td> <td>GEN</td> <td>11/02/2010 11:09:15AM</td> <td>2</td> </tr> <tr> <td>Edit View</td> <td>FGEN</td> <td>Financial Aid General</td> <td>FINA</td> <td>11/01/2010 2:53:24PM</td> <td>1</td> </tr> </tbody> </table> </div>		Category	Description	Function	DateTime	Sequence	Edit View	SELOAN	SF Emergency Loans	SFAC	11/02/2010 11:17:18AM	3	Edit View	FINGEN	FA Comments - Converted	GEN	11/02/2010 11:09:15AM	2	Edit View	FGEN	Financial Aid General	FINA	11/01/2010 2:53:24PM	1
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4.	<p>The <i>Comment ID</i> tab displays the name of the person who created the comment.</p> <div data-bbox="354 814 1338 932" style="border: 1px solid #ccc; padding: 5px;"> <p>Comment Category Comment ID </p> <table border="1"> <thead> <tr> <th></th> <th>Category</th> <th>Comment ID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>Edit View</td> <td>FGEN</td> <td>260560</td> <td>Saul,Rachel Marie</td> </tr> </tbody> </table> </div>		Category	Comment ID	Name	Edit View	FGEN	260560	Saul,Rachel Marie																
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5.	<p>Click the View link to see the comment. This displays the Person Comment Detail page.</p> <div data-bbox="354 1012 1062 1499" style="border: 1px solid #ccc; padding: 5px;"> <p>Person Comment Detail</p> <p>Luke Skywalker ID: TR0001</p> <p>Comment DateTime: 11/01/2010 2:53:24PM</p> <p>Administrative Function: FINA Financial Aid</p> <p>Academic Institution: University of Northern Iowa</p> <p>Comment Category: FGEN Financial Aid General Variable Data</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Comment Data</p> <p>Comment ID: 260560 Saul,Rachel Marie</p> <p>Department:</p> <p>Comment Date: 11/01/2010</p> <p>Comments <input type="text" value="This is a test comment for Financial Aid."/></p> <p>Append Comments: <input type="text"/></p> </div> <p style="margin-top: 5px;">Save Return to Search Notify</p> </div> <p>Note: If you have security access to edit comments, you may click the Edit link.</p>																								