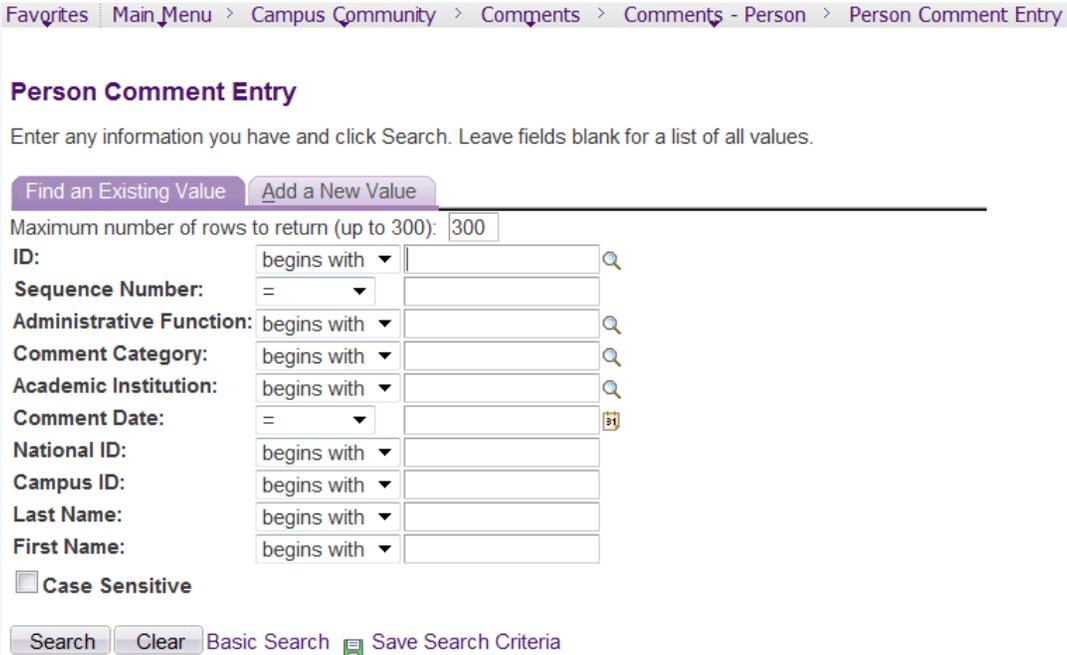
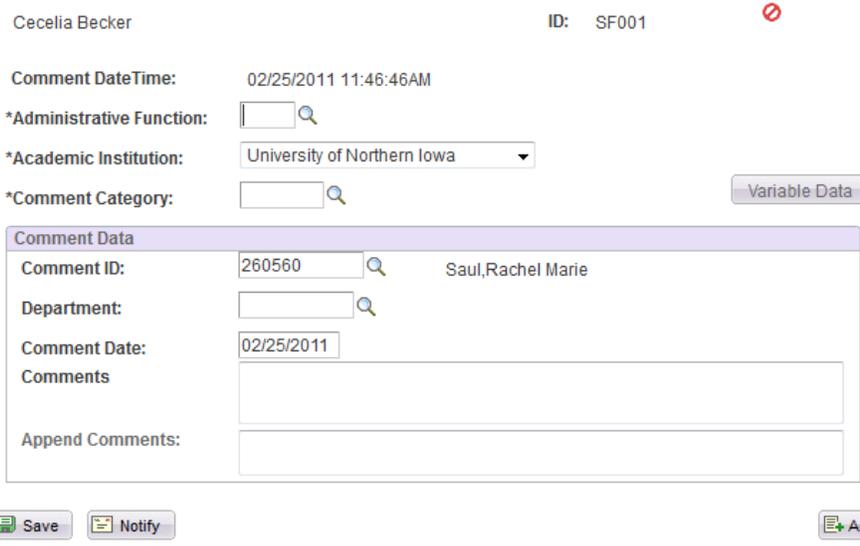


## Entering Comments for an Individual

**Purpose:** Campus Community is used to enter and track comments about individuals. Follow internal processes for confidentiality requirements. The following table describes how to enter a comment for an individual.

Step	Action
1.	<p>Navigate to the <b>Person Comment Entry</b> page: <b>Main Menu &gt; Campus Community &gt; Comments &gt; Comments-Person &gt; Person Comment Entry</b></p>  <p>The screenshot shows the breadcrumb trail: <b>Favorites   Main Menu &gt; Campus Community &gt; Comments &gt; Comments - Person &gt; Person Comment Entry</b>. Below the breadcrumb is the heading <b>Person Comment Entry</b> and the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: <b>Find an Existing Value</b> (selected) and <b>Add a New Value</b>. A text input field for "Maximum number of rows to return (up to 300):" contains the value "300". Below this are search filters for ID, Sequence Number, Administrative Function, Comment Category, Academic Institution, Comment Date, National ID, Campus ID, Last Name, and First Name. Each filter has a dropdown menu (e.g., "begins with") and a search icon. There is also a <b>Case Sensitive</b> checkbox. At the bottom are buttons for <b>Search</b>, <b>Clear</b>, <b>Basic Search</b>, and <b>Save Search Criteria</b>.</p>
2.	<p>Click the <b>Add a New Value</b> tab.</p>  <p>The screenshot shows the heading <b>Person Comment Entry</b>. The <b>Add a New Value</b> tab is selected. Below the tabs is an <b>ID:</b> input field with a search icon and an <b>Add</b> button.</p>
3.	<p>Enter the <b>ID</b> for the individual for whom you are entering the comment.  <i>Note:</i> This is the <i>Empl ID</i> (U-ID).</p>

Step	Action
<p>4.</p>	<p>Click the <b>Add</b> button.</p> <p><b>Result:</b> The Person Comment Entry page displays.</p> <p><b>Person Comment Entry</b></p> 
<p>5.</p>	<p>Complete the following:</p> <ul style="list-style-type: none"> <li>• <b>Administrative Function</b> – Select the appropriate function (Example: select <b>SFAC</b>– for Student Financial Account)</li> <li>• <b>Academic Institution</b> – <b>University of Northern Iowa</b></li> <li>• <b>Comment Category</b> – Select the appropriate category</li> <li>• <b>Variable Data</b> – Click the <b>Variable Data</b> button to view or enter information (For this example, select the <b>Term</b>) <b>NOTE:</b> The student must be term activated in order for values to display in the term field.</li> <li>• <b>Comment ID</b> – Displays the Empl ID for the person entering the comment</li> <li>• <b>Department</b> – Enter or select the Department of the person entering the comment</li> <li>• <b>Comment Date</b> – Default is today’s date. Update as appropriate.</li> <li>• <b>Comments</b> – Enter appropriate comment.</li> </ul>
<p>6.</p>	<p>Click the <b>Save</b> button.</p>  <p><b>Note:</b> To add another comment, click the <b>Add</b> button.</p> 