

Viewing Comments

Purpose: Users can view only those comments to which they have been granted 3C group security. The following instructions describe how to comments for an individual (summary and detail level).

Step	Action					
1.	Navigate to the Person Comment Summary page: Main Menu > Campus Community > Comments > Comments-Person > Person Comment Summary					
	Favorites Main Menu > Campus Community > Comments > Comments - Person > Person Comment Summary					
	Person Comment Summary					
	Enter any information you have and click Search. Leave fields blank for a list of all values.					
	Find an Existing Value Maximum number of rows to return (up to 300): 300					
	ID: begins with					
	Campus ID: begins with					
	Last Name: begins with					
	First Name: begins with					
	Case Sensitive					
	Search Clear Basic Search 📳 Save Search Criteria					
2.	 2. Enter the search criteria for the individual for whom you wish to view comment sum Click the Search button. <i>Result:</i> The Person Comment Summary tab displays. 					
	Comment Summary Operator 3C Groups Summary					
	Cecelia Becker SF001					
	Selection Criteria					
	Variable Data					
	Category: Comment ID:					
	Comment Category Comment D					
	Category Description Function DateTime Sequence					
	Save Return to Search					
	Comment Summary Operator 3C Groups Summary					



Step	Action				
3.	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 Result: The comments are listed. Search Results				
	Comment Category Comment ID FFFF				
	Category Description	on	Function DateTime	<u>Sequence</u>	
	Edit View SEGEN SEGener	al	SFAC 02/25/2011 11:46:4	6AM 3	
	Edit View SECOAN SF Gener	al	SFAC 02/12/2011 11:42:2 SFAC 02/12/2011 11:41:4	3AM 1	
4	The Comment ID talk diar				
4.	The <i>Comment ID</i> tab displays the name of the person who created the comment.				
	Comment Category Commen	t ID 💷			
	Category (Comment ID Name			
	Edit View SFGEN 2	260560 Saul,Rach	el Marie		
5	Click the View link to get	the commont. This di	onlove the Domeon Comm	ant Datail page	
5.	Click the view link to see	e the comment. This di	splays the Person Comm	ient Detan page.	
	Person Comment	Dotail			
	Ferson Comment	Detail			
	Cecelia Becker		ID: SF001	0	
	Comment DateTime:	02/25/2011 11:46:46AM			
	Administrative Function:	SFAC Student Financials Account University of Northern Iowa			
	Academic Institution:				
	Comment Category:	SFGEN SF Ger	neral	Variable Data	
	Comment Data				
	Comment ID:	260560 Sa	aul,Rachel Marie		
	Department:				
	Comment Date:	02/25/2011			
	Comments	Test comment for training.			
	Append Comments:				
	Save Return to Search Notify				
	<i>Note:</i> If you have securit	ty access to edit comme	ents, you may click the E	lit link.	