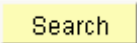


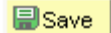


Viewing and Adding Comments



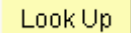
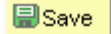
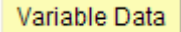
Viewing or Appending an Existing Comment

Path:	Campus Community > Comments > Comments Person > Person Comment Summary
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1.	On the Find an Existing Value page, enter criteria to search for the student.
2.	Click  . A list of any comments assigned to that student appears. Note: You can only see comments for the Administrative Function(s) to which you have security.
3.	Click  next to the comment you want to view. The Personal Comment Entry page opens in a separate window. Note: If you wish to add a comment to an existing Comment, click  . Enter your additional comments in the Append Comments text box.
4.	Click  if you have appended a comment.
5.	After you have finished viewing or editing the Comment, close the Personal Comment Entry page. The Comment Summary page reappears.

Adding a New Comment

Path:	Home > Student Financials > View Customer Accounts
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1.	On the Find an Existing Value page, enter criteria to search for the student.
2.	Click  .
3.	In the Comment Category field, enter the appropriate Comment Category, or click  next to the Comment Category field, click  and then select the appropriate category. Note: To add a memo that is non-specific, select the Comment Category of SFMEMO .
4.	If you wish to add your own text to the defaulted text, enter the additional text in the Append Comments edit box.
5.	Click  . Note: In order to save a new comment, the  must include UCONN as the Business Unit. Tip: See Set User Defaults to set the Business Unit to UCONN.