

Department	
Responsibility/Role	Admissions Office, Advisors Office, Financial Aid Office, Office of the Registrar, Student Accounts
File Name	Review Comments_SPD_v1
Revision	v1
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Last Changed by	sbrock
Status	pending approval

Review Comments

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

System Process Document

Review Comments



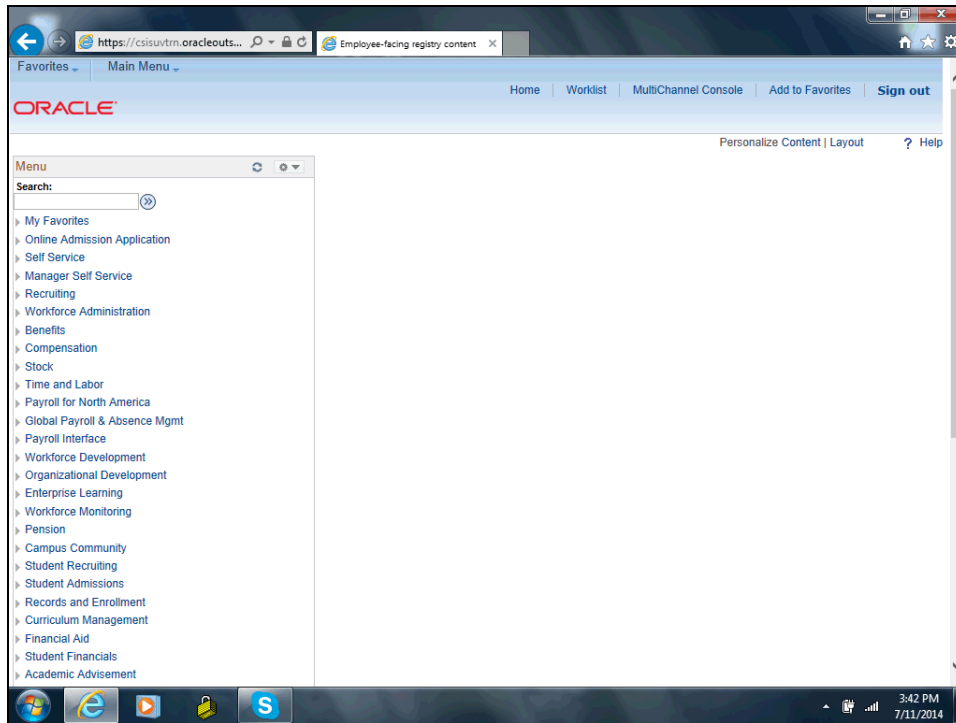
Procedure

A “comment” in Campus Solutions is simply a text field that contains additional notes about a student. Comments are used to track important information that is not otherwise accounted for.

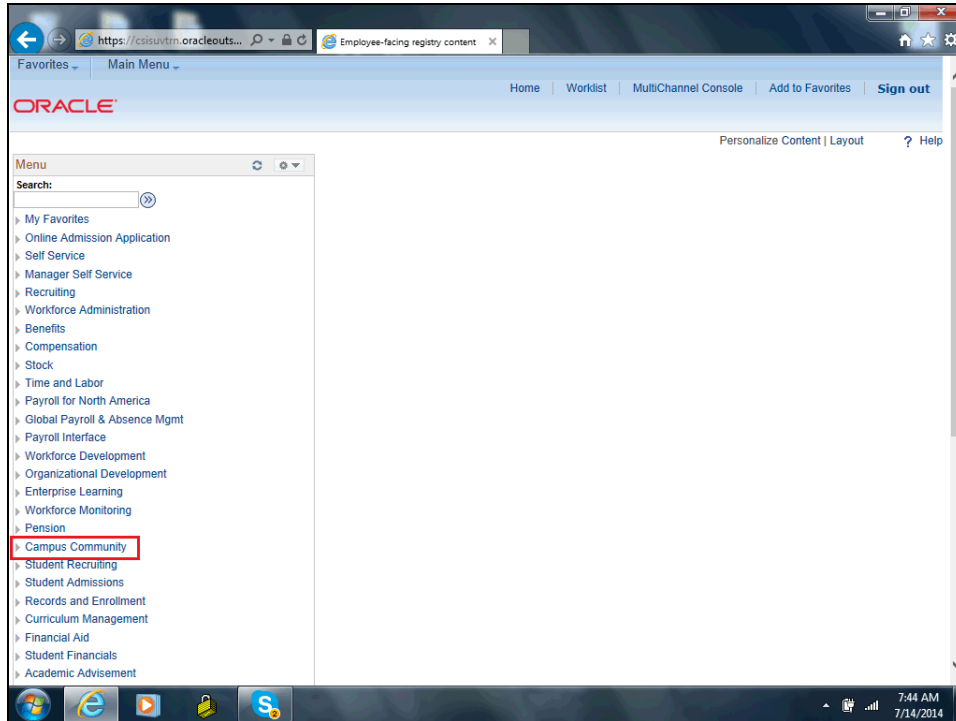
Comments do not appear to students. However, they are official records.

In this topic, you will learn how to **Review a Person Comment**.

Step	Action
1.	Consider this scenario: You want to make a comment that you have changed a student’s plan based on a call the student made to your office.



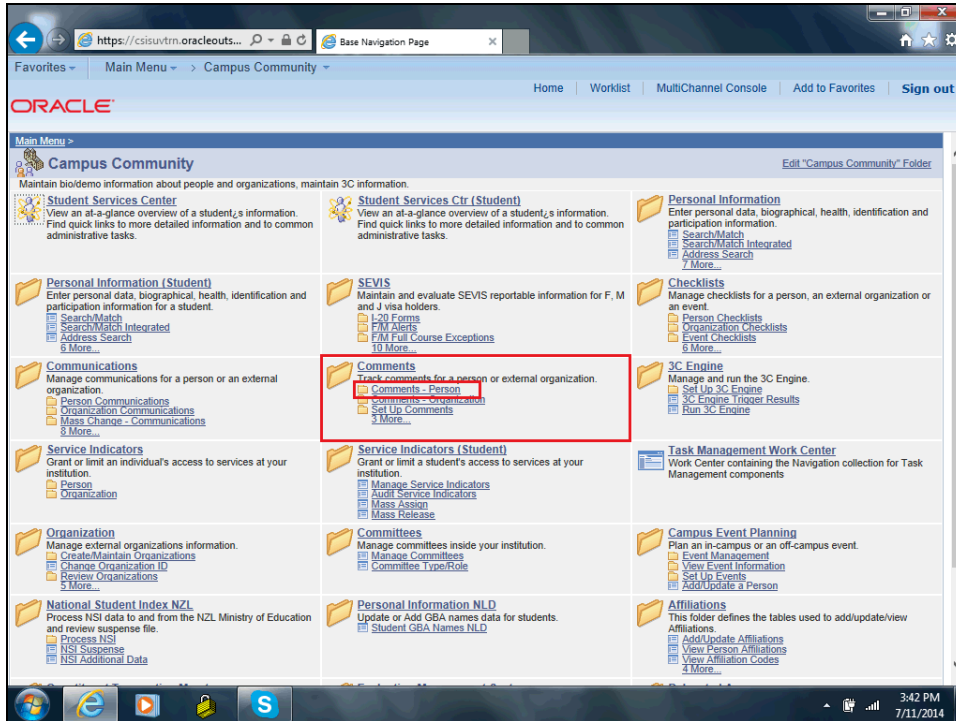
Step	Action
2.	Sign in to the Campus Solutions from the



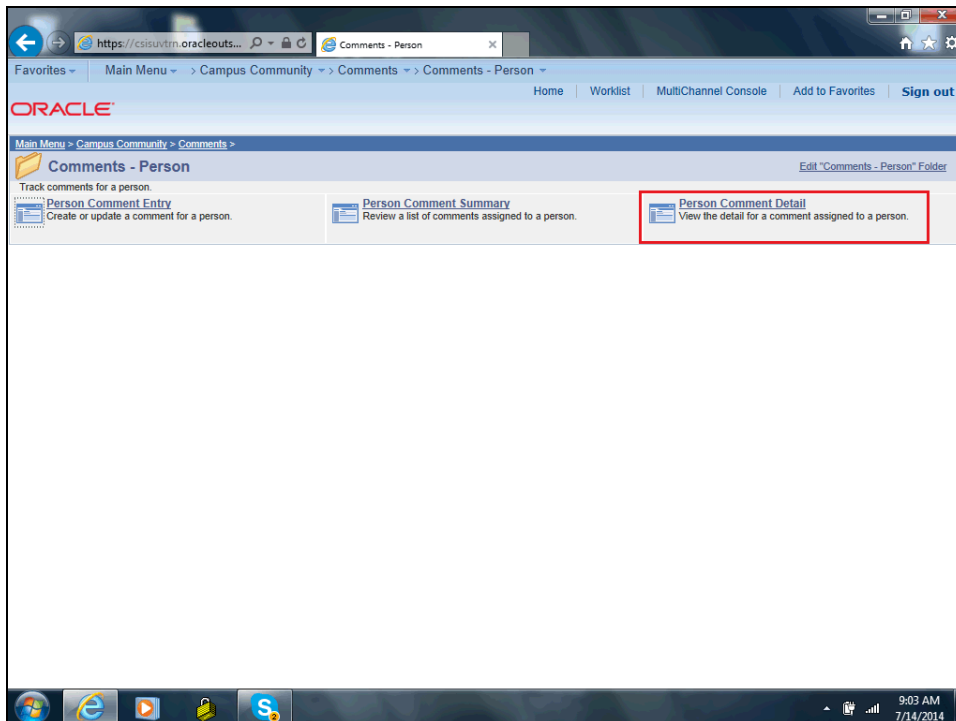
Step	Action
3.	<p>Once you sign in, you will see a list of navigation links that are in relation to your responsibility and roles.</p> <p>For example: Admissions Office Financial Aid Office</p> <p>Comments are within the Campus Community menu.</p> <p>Click the Campus Community link.</p>

System Process Document

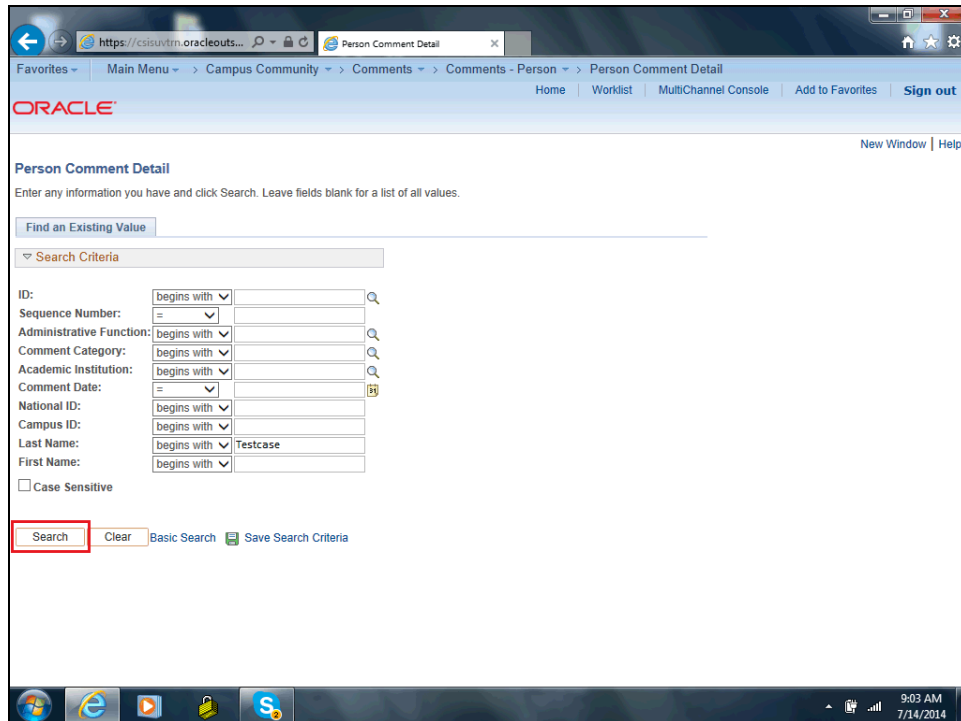
Review Comments



Step	Action
4.	<p>If you click the Comments folder you will see the entire list of functions within it.</p> <p>Or, you can click the Comments - Person link for direct access.</p>



Step	Action
5.	<p>The Person Comment Detail screen is "read- Only". You cannot make any changes.</p> <p>Click the Person Comment Detail link to access the screen.</p>



Step	Action
6.	<p>From the Find an Exiting Value screen, enter data in any field, such as the last name of the student.</p> <p>Then click the Search Button.</p>

System Process Document

Review Comments



ID	Sequence Number	Administrative Function	Comment Category	Academic Institution	Comment Date	Name	National ID Country	NID Short Description	National ID	Campus ID	Last Name	First Name
000100002.1		ADMA	UPDATE	ILSTU	06/30/2014	TESTCASE, Tommy T USA	SSN	XXXXXXXXXX (blank)	TESTCASE TOMMY			
000100002.2		ADMA	GENERA	ILSTU	06/30/2014	TESTCASE, Tommy T USA	SSN	XXXXXXXXXX (blank)	TESTCASE TOMMY			
000100002.3		ADMA	BCKDAT	ILSTU	07/01/2014	TESTCASE, Tommy T USA	SSN	XXXXXXXXXX (blank)	TESTCASE TOMMY			
000100002.4		ADMA	GENERA	ILSTU	07/11/2014	TESTCASE, Tommy T USA	SSN	XXXXXXXXXX (blank)	TESTCASE TOMMY			

Step	Action
7.	From the Search Results section of the page, click the link for the comment you wish to review.

Tommy TESTCASE ID: 000100002

Comment Date: 06/30/2014 1:17:49PM

Administrative Function: ADMA Admissions Application

Academic Institution: Illinois State University

Comment Category: UPDATE Update of Application

Comment Date: 06/30/2014

Comments: Per phone call or email updated application

Buttons: Save, Return to Search, Previous in List, Next in List, Notify

Step	Action
8.	<p>The Detail screen is read only and cannot be updated.</p> <p>To view the next comment in your search results, click the Next in List button.</p> <p>To send an e-mail to someone in regards to this comment, click the Notify button.</p> <p>To exit this page, click the Return to Search button.</p>
9.	<p>Congratulations....You have successfully completed Reviewing a Person Comment.</p> <p>End of Procedure.</p>