

STATE OF NORTH DAKOTA

CAMPUS COMMUNITY
CREATE COMMENTS
TRAINING MANUAL

VERSION 8.0

Disclaimer

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CREATE COMMENTS


OVERVIEW

To attach comments to records, you must first create comment categories and associate them with 3C groups to define who, at your institution, has the security access to write, review, or change comments.

Before defining comment categories and associating them with 3C groups, you must understand and set up administrative codes, 3C group security, and have assigned individuals to specific 3C groups. You should also be familiar with the 3C engine.

You can enter and track comments about individuals and organizations. You can review all comments about an individual or organization or all comments entered by a specific individual. Because personal comments are subjective and often confidential, carefully analyze your institution's needs and requirements for entering and tracking comments.

Users must be familiar with maintaining a student's record and how comments are added/maintained.

 With the appropriate security access, you can click the Create Comments button while on a page in a functional area about that individual or organization to attach or review comments to an individual's or an organization's record.

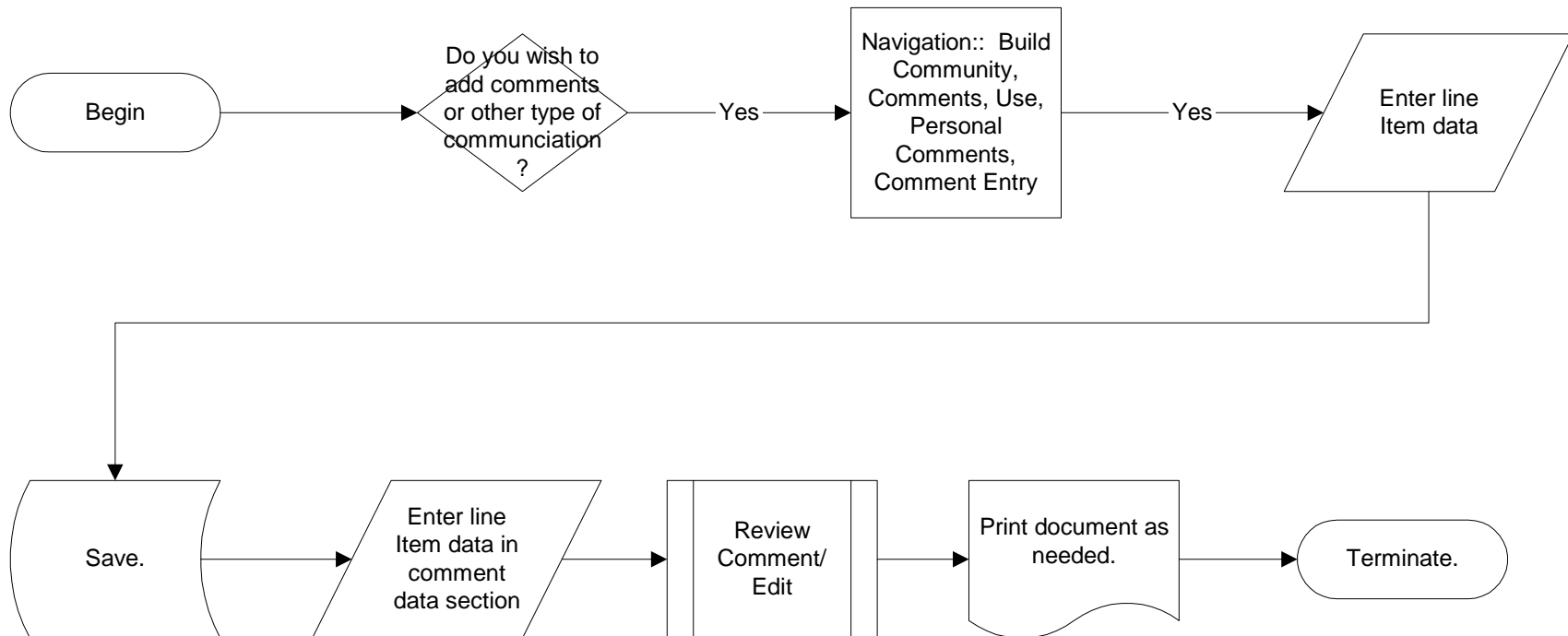
OBJECTIVES

After completing this section, you will be able to:

1. Add comments to student records
2. Review or change variable data

CREATE COMMENTS BUSINESS PROCESS FLOW

This business process creates comments on a Student/Employee Record.



WALKTHROUGH – COMMENT ENTRY

1. **Navigation:** Build Community > Comments > Use > Personal Comments > Comment Entry

Personal Comments

Find an Existing Value

ID:

Sequence Number:

Administrative Function:

Comment Category:

Academic Institution:

Comment Date:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

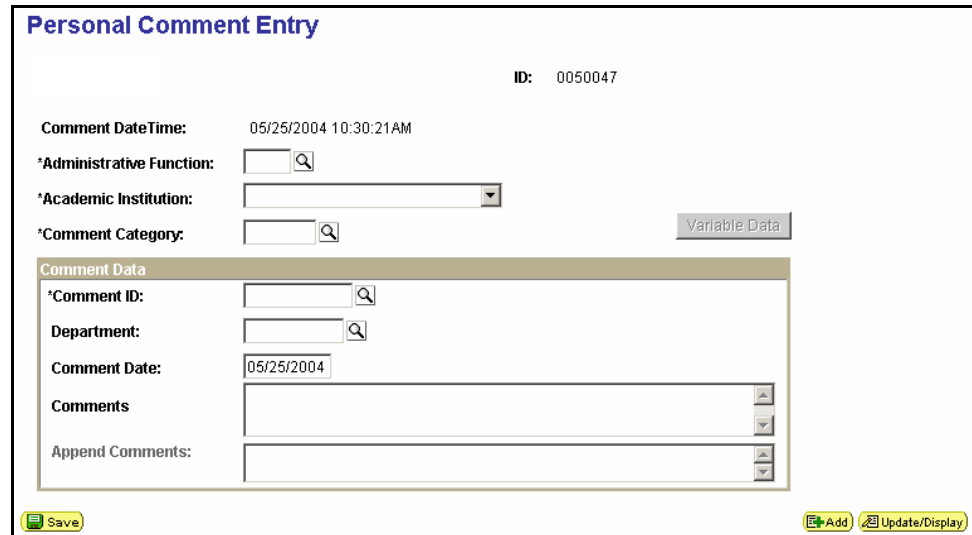
[Basic Search](#)

[Add a New Value](#)

2. **Find an Existing Value**

- a. Enter the values by which you would like to search. ID, Last Name, First Name, or National ID (SSN).
- b. Click **Search**. A list of values that meet your search criteria will be displayed.
- c. Click on the student you wish to update.

- d. The **Personal Comment Entry** page is displayed.



CREATE COMMENTS

1. **Administration Function:** The code for the administrative area with which this comment is associated
2. **Academic Institution:** The academic institution with which this comment is associated
3. **Comment Category:** The business need with which the comment is associated
4. **Variable Data:** Click **Variable Data** to access the Variable Data page where you can view or enter the variable data associated with the specified administrative function. If you transferred to this page directly from a functional area, the variable data automatically transferred from there.
5. If no variable data is required or allowed for the administrative function, the Variable Data button is unavailable and no data transferred in from the functional area.
6. Different fields and data appear on this page, based on the individual and the Administrative Function selected on the Personal Comment Entry page. Some examples of fields are Add Career or Add Application Number
7. Click **SAVE** to commit your changes to the database.

8. **Comment Data**

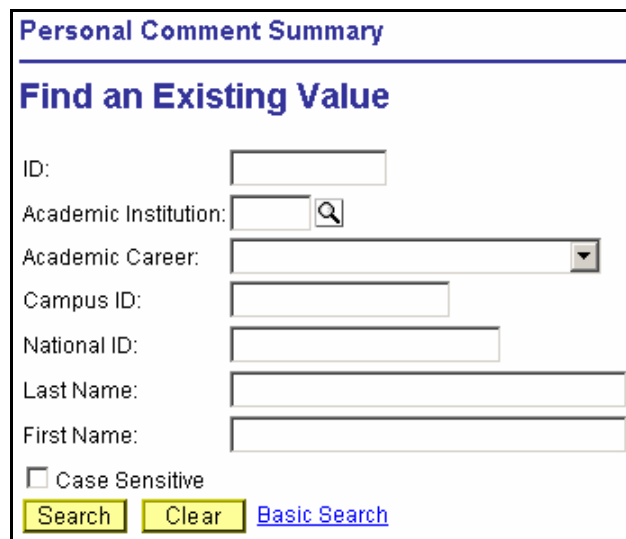
- a. **Comment ID:** The ID of the person entering the comment.
- b. **Department:** The department of the person entering the comment.
- c. **Comment Date:** The date when the comment is entered. The default date is the system’s current date. You can override this date.
- d. **Comments:** The system displays the default comment, if any, from the Comment Categories page. If the default comment is set to Allow Changes, this field is editable.
- e. **Append Comments:** If the default comment is set to Append, this field is available. When the page is saved, comments entered in this field are appended to the end of the default comments.

9. Click **SAVE** to commit your changes to the database.

REVIEW COMMENTS

Use the Comment Summary page to review comments for an individual.

- 1. **Navigation:** Build Community, Comments, Inquire, Personal Comment Summary, Comment Summary



Personal Comment Summary

Find an Existing Value

ID:

Academic Institution:

Academic Career:

Campus ID:

National ID:

Last Name:

First Name:

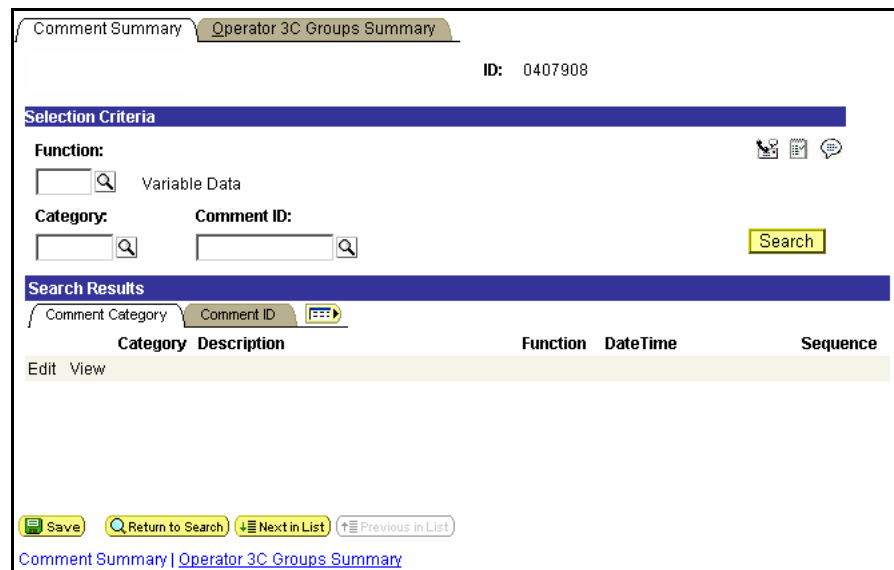
Case Sensitive

[Basic Search](#)

2. **Find an Existing Value**

- a. Enter the values by which you would like to search. ID, Last Name, First Name, or National ID (SSN).

- b. Click **Search**. A list of values that meet your search criteria will be displayed.
- c. Click on the student you wish to update.
- d. The **Comment Summary** page is displayed.



The screenshot shows the 'Comment Summary' page for 'Operator 3C Groups Summary' with ID: 0407908. It features a 'Selection Criteria' section with input fields for 'Function' (containing 'Variable Data'), 'Category', and 'Comment ID', along with a 'Search' button. Below is a 'Search Results' table with columns for 'Category', 'Description', 'Function', 'DateTime', and 'Sequence'. The table contains one row with 'Edit' and 'View' links. At the bottom, there are buttons for 'Save', 'Return to Search', 'Next in List', and 'Previous in List'.

3. Selection Criteria

- a. **Function**: Select the code for the administrative area with which the comment is associated
- b. **Category**: Select the code for the category with which the comment is associated
- c. **Comment ID**: Select the name of the person who created the comments.

4. Click **Search**. If you click search without enter the previous values, the system searches for all comments for the individual and displays the results at the bottom of the page. You can enter values or any combination of values to limit the search.

5. Search Results

- a. Edit and/or view each comment.

6. Click **SAVE** to commit your changes to the database.