**Entering Comments for an Individual**

**Trigger:**

**Concept**

You can use the Campus Community application to enter and track comments about individuals. Because personal comments are subjective and often confidential, you must analyze your institution's requirements for entering and tracking comments.

Consider this scenario: A prospective student has met you to share her experiences volunteering at your institution. Impressed with her willingness to help others, you decide to record a comment to encourage the admissions staff to admit her.

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
</tr>
</thead>
</table>

**Additional Information**
Procedure

Person Comment Entry
Create or update a comment for a person.

Home>Campus Community>Comments>Comments - Person>Person Comment Entry

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To enter a comment, click the <strong>Add a New Value</strong> tab.</td>
</tr>
</tbody>
</table>
## myZou 3Cs: Entering Comments for an Individual

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Enter the student id into the <strong>ID</strong> field. Enter &quot;14002639&quot;.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
<tr>
<td>4.</td>
<td>Use the <strong>Person Comment Entry</strong> page to enter comments about an individual.</td>
</tr>
</tbody>
</table>
5. In the **Administrative Function** field, enter the administrative area with which this comment is most closely associated.

In this example, the individual is a prospective student; therefore, specify the administrative function as Prospect. Enter the desired information into the *Administrative Function* field. Enter "PROS".

6. In the **Academic Institution** drop-down list, specify the academic institution with which this comment is most closely associated. It defaults to the institution assigned to the ID, but can be modified if needed. In this example, use the default.

7. In the **Comment Category** field, define the business need with which the comment is associated.

Click in the *Comment Category* field.

8. In this example, the comment related to the prospect is associated with Recruitment Open Comment. Enter the desired information into the *Comment Category* field. Enter "POOPEN".
### Step 9

Click the **Variable Data** button to go to 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, the variable data automatically transferred from there.

If no variable data is required or allowed for the administrative function, the **Variable Data** button is unavailable and no data was transferred in from the functional area. Click the **Variable Data** button.

#### Variable Data

**Academic Career:**

[![Variable Data](image)](image)

*University of Missouri-Columbia*
### Step 10
You only need to specify the academic career associated with the Prospect administrative function. Specify the academic career as Undergraduate.

Enter the student's academic career into the **Academic Career** field. Enter "UGRD".

### Step 11
Click the **OK** button.

### Step 12
In the **Comment ID** field, the system displays the ID of the person entering the comment. If someone else is responsible for this comment, you can override the default ID and type the responsible person's ID.

### Step 13
In the **Department** field, enter the department of the person responsible for the comment.

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![myZou interface](image)
### Business Process Document
myZou 3Cs: Entering Comments for an Individual

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>In the <strong>Comment Date</strong> field, enter the date when the comment is entered. The default date is the system's current date. You can override this date if needed.</td>
</tr>
</tbody>
</table>
| 15.  | In the **Comments** field, 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.  
In this example, a comment will be added for you to save time. |
| 16.  | If additional text needs to be added to the generated comment and the comment is not set allow changes, you may add comments by entering them in the **Append Comments** field. |
| 17.  | Enter the additional comments into the **Append Comments** field.  
Enter "**Enter comments**". |
### Step 18
To save your comment, click the **Save** button.

If you have appended comments, the entered comments will be entered in the **Comments** field after the generated comment.

### Step 19
You have successfully entered a comment for an individual.

**End of Procedure.**