### Viewing an Individual Comment Detail

**Trigger:**

**Concept**

You can open a comment in a view-only format to review detailed information about it.

In this topic, you want to view the details for a comment assigned to an individual by one of the recruiters in your institution.

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

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

**Additional Information**
Procedure

Person Comment Detail
View the detail for a comment assigned to a person.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enter the student id into the ID field. Enter &quot;14002636&quot;.</td>
</tr>
</tbody>
</table>
Conducting a Search

When you open a task (using a hyperlink or page link), either an entry page will display or a search page (also referred to as Find an Existing Value) will appear prompting you for search keys needed to locate a record.

To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
- Search keys
- Operators
- Search fields

Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.
### Step 2
Click the **Search** button.

### Step 3
There are two comments assigned to Otto. Sequence Number 1 is the comment from the recruiter. Click the **Search Results** table.

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#### Person Comment Detail

**Otto Octavius**  
ID: 14002535

**Comment Date Time:** 05/09/2007 4:33:14PM  
**Administrative Function:** PROS Prospect  
**Academic Institution:** Unv of Missouri - Columbia  
**Comment Category:** POPEN Recruitment Open Comment

**Comment Details:**  
Comment ID: 102133953  
**Device:** Jeffrey A  
**Department:** 05/09/2007  
**Comment:**  
Recruitment Open Comment, I’ve met with Otto and believe he will make a strong candidate for the engineering program. He has a high interest in robotics.

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### Step 4
Use the **Person Comment Detail** page to view the details of a comment about an individual. Note that this is a view-only version of the **Personal Comment Entry** page.

### Step 5
You have successfully viewed comment details for an individual.  
**End of Procedure.**