

## (SPACMNT)

The screenshot shows a software window titled "Person Comment - SPACMNT 7.2.1.1 (BANTLES17)". At the top is an "ID:" field with a dropdown arrow. Below this are several input fields: "Comment Type:" (dropdown), "Originator:" (dropdown), "Contact:" (dropdown), and "Contact Date:" (text field with a calendar icon). To the right are "Appointments" (checkbox), "From Time:" (text field), and "To Time:" (text field). Further right is a "Confidentiality" checkbox, "Add Date:" (text field with a calendar icon), "Activity Date:" (text field), and "Last Updated by:" (text field). At the bottom are two large text areas: "Comments:" and "Narrative Comments:", each with a scroll bar and an edit icon.

1. Access the Person Comment form (**SPACMNT**) from the General Menu.
2. In the **ID** field, enter the BANNER ID of the student.
  - If you do not know the ID of the student, click the **Search** icon to perform a query
3. Perform a **Next Block**.
  - The comments pertaining to the student will be displayed.
  - Use the scroll bar to the right of the form or the down arrow key to view additional comments.
4. To view another student, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2 and 3.
5. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).

*To query a specific comment type:*

1. Perform steps 2 and 3.
2. Enter query by clicking the **Enter Query** icon (or **F7**).
3. In the **Comment Type** field, enter the comment type to query (double click in the *Comment Type* field for a list of values).
4. Execute the query with the **Execute Query** icon (or **F8**).
5. To return to the General Menu, click the **Exit** icon (or **Ctrl Q**).