

# View & Add Comments

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## View Comments

1. Click the **Records and Enrollment** link.
2. Click the **Comment Summary** link located in the 3C's Summaries folder.
3. Enter the desired **ID**.
4. Click **Search**.
5. Click **Search**.
6. Click **View** to see the **Person Comment Details Page**.
7. **Tutorial Complete.**

## Add Comments

(Note: Note all employees can add comments but all can view them.)

1. Click the **Campus Community** link.
2. Click the **Comments – Person** link located in the Comments folder.
3. Click the **Person Comment Entry** link.
4. Click the **Add a New Value** tab.
5. Enter the desired **ID**.
6. Click **Add**.
7. Click the **Look up Administrative Function (Alt+5)** button.
8. Click **Look Up**.
9. Click the desired **Administrative Function**.
10. Click **Look Up Comment Category** button.
11. Click **Look Up**.
12. Choose the desired **Comment Category**.
13. Change the **ID** if entering a comment on behalf of someone else. If entering a comment on someone else's behalf, the comment should include a note in the Comments field identifying who entered the comment.
14. Enter desired information in the **Comment ID** field.
15. Enter the desired information into the **Department** field.
16. Enter desired **comment date**.
17. Enter the desired information in the **Comments** field. Note: There is no spell check in my.SMU, so it is recommended that you spell check your comment in Microsoft Word and then copy and paste it into the comment field. Comments are set to "no modify" and "no append". Once a comment is saved it cannot be deleted, edited, or modified in any way.
18. Click **Save**.
19. **Tutorial Complete.**

