View & Add Comments

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.