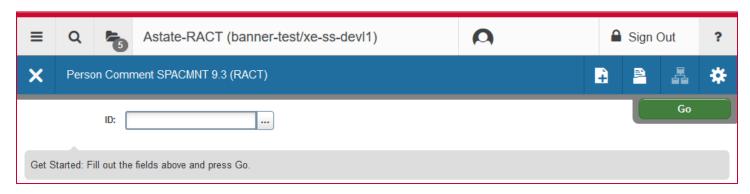
## **Banner 9 – Person Comment (SPACMNT)**

Search for "SPACMNT" using either "Search..." on the home screen or the upper left corner magnifying glass.

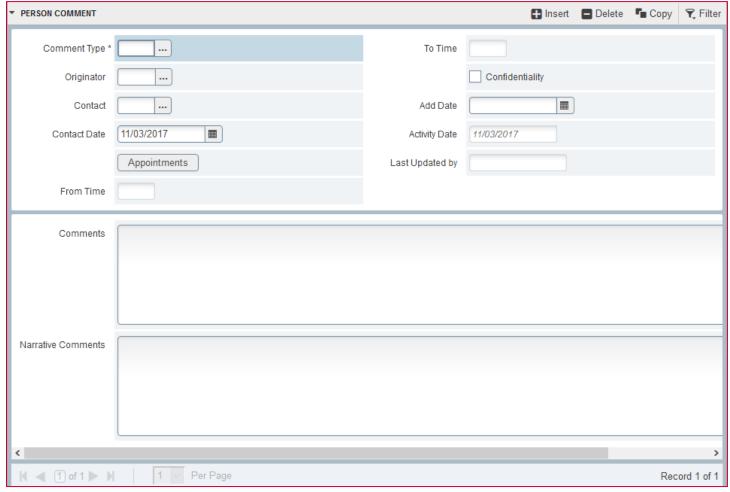


Enter the student's ID number in the "ID" field and click "Go".

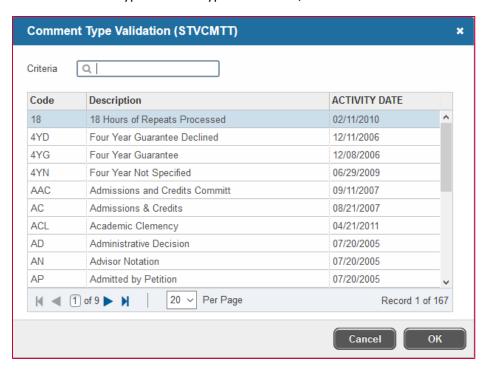
Comments about the student will populate the screen. You can scroll through the records using the arrows on the bottom left. To view more than one record per page use the "Per Page" drop-down box to select the number of records you'd like to view at once.

**NOTE**: If the "Confidentiality" box is checked this information *cannot be shared*.

To add a record click the "Insert" button on the record toolbar.

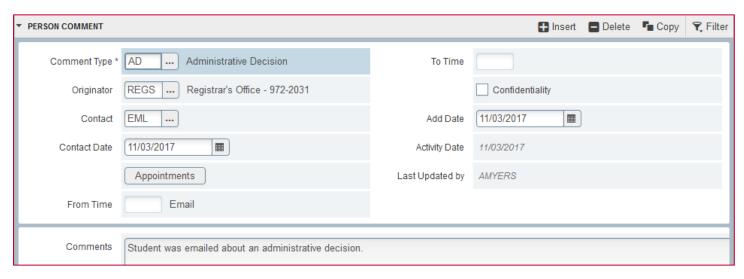


The only required field is the comment type. You can type in the code, or click "..." next to the field and look one up.



The "originator" is the office that left the comment and the "contact" is how the student was contacted. You can use the "..." next to both of these fields to look up codes, same as the comment type.

Once all necessary information has been added click "Save" in the lower right.



Use "Delete" to remove records.

To look up a different student's information, click "Start Over" on the upper right.