

# Banner 9 – Person Comment (SPACMNT)

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

The screenshot shows the top navigation bar with a search icon, a notification badge with the number 5, the text "Astate-RACT (banner-test/xe-ss-dev1)", a user profile icon, and a "Sign Out" button. Below this is a blue header bar with a close button (X), the title "Person Comment SPACMNT 9.3 (RACT)", and icons for home, print, and settings. The main content area features an "ID:" label followed by a text input field and a "Go" button. A grey instruction box below the input field reads: "Get Started: Fill out the fields above and press Go."

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 screenshot shows the "PERSON COMMENT" record view. At the top right are buttons for "Insert", "Delete", "Copy", and "Filter". The form is divided into two columns of fields. The left column includes: "Comment Type \*" (dropdown), "Originator" (dropdown), "Contact" (dropdown), "Contact Date" (calendar icon, value: 11/03/2017), "From Time" (input), and a button labeled "Appointments". The right column includes: "To Time" (input), "Confidentiality" (checkbox), "Add Date" (calendar icon), "Activity Date" (calendar icon, value: 11/03/2017), and "Last Updated by" (input). Below the fields are two large text areas labeled "Comments" and "Narrative Comments". At the bottom, there is a navigation bar with left and right arrows, a "1 of 1" indicator, a "Per Page" dropdown menu, and "Record 1 of 1" text.

*NOTE: Some personal identifying information, including ID Number, has been redacted.*

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

Code	Description	ACTIVITY DATE
18	18 Hours of Repeats Processed	02/11/2010
4YD	Four Year Guarantee Declined	12/11/2006
4YG	Four Year Guarantee	12/08/2006
4YN	Four Year Not Specified	06/29/2009
AAC	Admissions and Credits Committ	09/11/2007
AC	Admissions & Credits	08/21/2007
ACL	Academic Clemency	04/21/2011
AD	Administrative Decision	07/20/2005
AN	Advisor Notation	07/20/2005
AP	Admitted by Petition	07/20/2005

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.

PERSON COMMENT

Comment Type \* **AD** ... Administrative Decision

Originator **REGS** ... Registrar's Office - 972-2031

Contact **EML** ...

Contact Date **11/03/2017**

From Time  Email

To Time

Confidentiality

Add Date **11/03/2017**

Activity Date **11/03/2017**

Last Updated by **AMYERS**

Comments Student was emailed about an administrative decision.

Use “Delete” to remove records.

To look up a different student’s information, click “Start Over” on the upper right.