

PeopleSoft Campus Community enables you to maintain and manage a wide range of biographic and demographic information on people and organizations of interest to your institution, both internal and external. Staff will use the **Comments** feature of Campus Community to enter and review comments related to Admissions, Records and Enrollment, and Financial Aid.

Comments made in Campus Solutions for tasks and functions related to Admissions, Records and Enrollment, and Financial Aid will be displayed on the Person Comment Summary screen. Each employee's security access determines which comments can be viewed. It is important to note that what you see may not necessarily be a display of ALL COMMENTS.

Additionally, on the Person Comments Summary you have the option to sort by Comment Category.

## Viewing Comments

Once your security has been set up, you should follow the steps below to view comments:

| Step | Action  |  |
|------|---|--|
| 1.   | Navigate to Main Menu > Campus Solutions > Campus Community > Comments - Person |  |
|      | > Person Comment Summary  |  |
| 2.   | Enter the Student information and click Search.                                 |  |

## Person Comment Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

|   | Find an Existing Value |             |                                     |  |  |  |  |  |
|---|------------------------|-------------|-------------------------------------|--|--|--|--|--|
| ì | ▼ Search Criteria      |             |                                     |  |  |  |  |  |
| ľ | oouron or              |             |                                     |  |  |  |  |  |
|   | ID:                    | begins with | $\mathbf{v}$                        |  |  |  |  |  |
|   | Campus ID:             | begins with | ✓                                   |  |  |  |  |  |
|   | National ID:           | begins with | ✓                                   |  |  |  |  |  |
|   | Last Name:             | begins with | ✓                                   |  |  |  |  |  |
|   | First Name:            | begins with | ✓                                   |  |  |  |  |  |
|   | Case Sen               | sitive      |                                     |  |  |  |  |  |
|   |                        |             |                                     |  |  |  |  |  |
|   |                        |             |                                     |  |  |  |  |  |
|   | Search                 | Clear       | Basic Search 📲 Save Search Criteria |  |  |  |  |  |



| Step | Action  |
|------|---|
| 3.   | Search by Category comment or click <b>Search</b> to view all comments by category. |



OFA indicates that comments exist in Orion Financial Aid. OST indicates that comments exist in Orion Student.

| Step | Action                                       |
|------|--|
| 4.   | Click <b>View</b> to see a specific comment. |

| Person Comment Detail    |                       |                           |               |  |
|--------------------------|-----------------------|---------------------------|---------------|--|
| Ima Student              |                       | ID:                       |               |  |
| Comment DateTime:        | 04/13/2017 11:14:46AM |                           |               |  |
| Administrative Function: | SENR                  | Student Enrollment        |               |  |
| Academic Institution:    | FSCJ1                 |                           |               |  |
| Comment Category:        | RECLAS                |                           | Variable Data |  |
| Comment Data             |                       |                           |               |  |
| Comment ID:              | 1011971               | Perkins, Amy Burrows      |               |  |
| Department:              |                       |                           |               |  |
| Comment Date:            | 04/13/2017            |                           |               |  |
| Comments                 | TEST Proof of Res     | idency Submitted          |               |  |
| Append Comments:         |                       |                           |               |  |
| Save Return to Search    | ↑ Previous in List    | +ENext in List<br>™Notify |               |  |

| Step | Action  |
|------|---|
| 5.   | Click Return to Search to view additional Comments. |
| 6.   | Delete the <b>Sequence Number</b> if needed.        |
| 7.   | Click Search.                                       |

To learn more about Adding a Comment view the <u>Adding Comments</u> training materials on the Introduction tab of the Campus Solutions website.