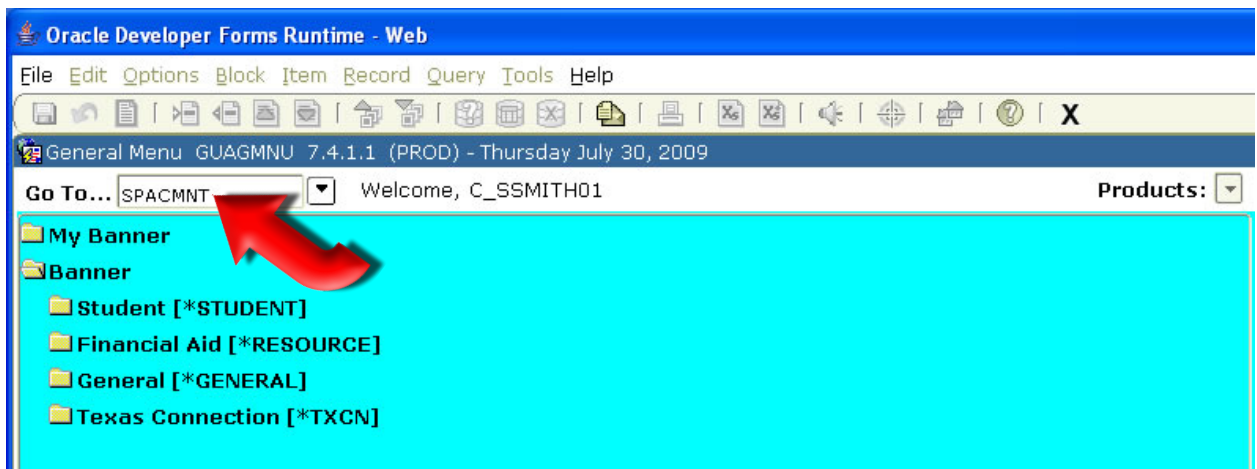


SPACMNT

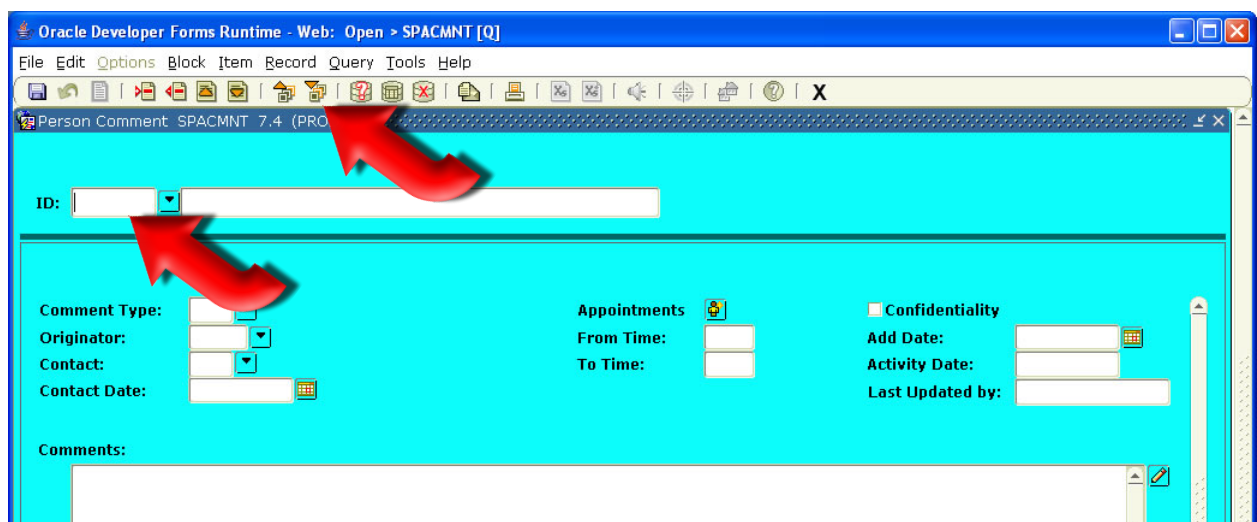
SPACMNT allows you to leave comments on the actions you have taken on a student or their records.

Step 1: Enter SPACMNT in the “Go To” field and press Enter.



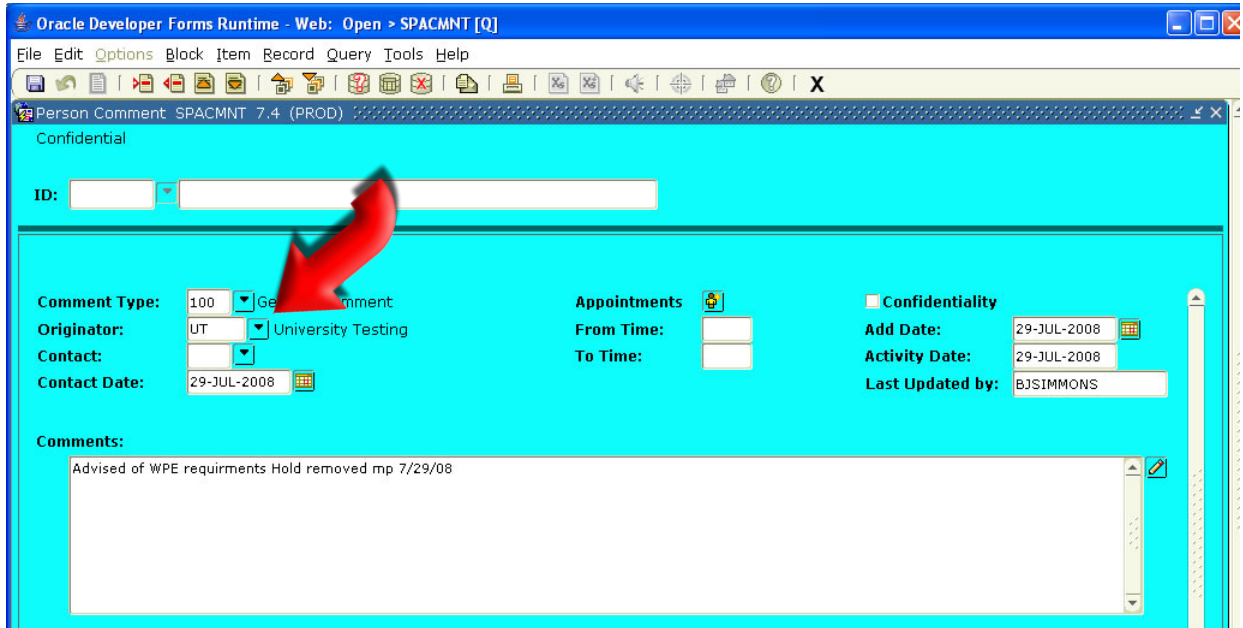
Step 2: Enter the student’s ID or SSN in the “ID” field and then click on the “Next Block” icon.

Note: If you do not know the students ID or SSN then please refer back to the note on page 2 of the SPAIDEN section.



Step 3: Enter the appropriate codes in the “Comment Type”, “Originator” and “Contact” (optional) fields.

Note: You can view the codes by clicking on the down arrow next to the field and select the code from the list.



Oracle Developer Forms Runtime - Web: Open > SPACMNT [Q]

File Edit Options Block Item Record Query Tools Help

Person Comment: SPACMNT 7.4 (PROD)

Confidential

ID: []

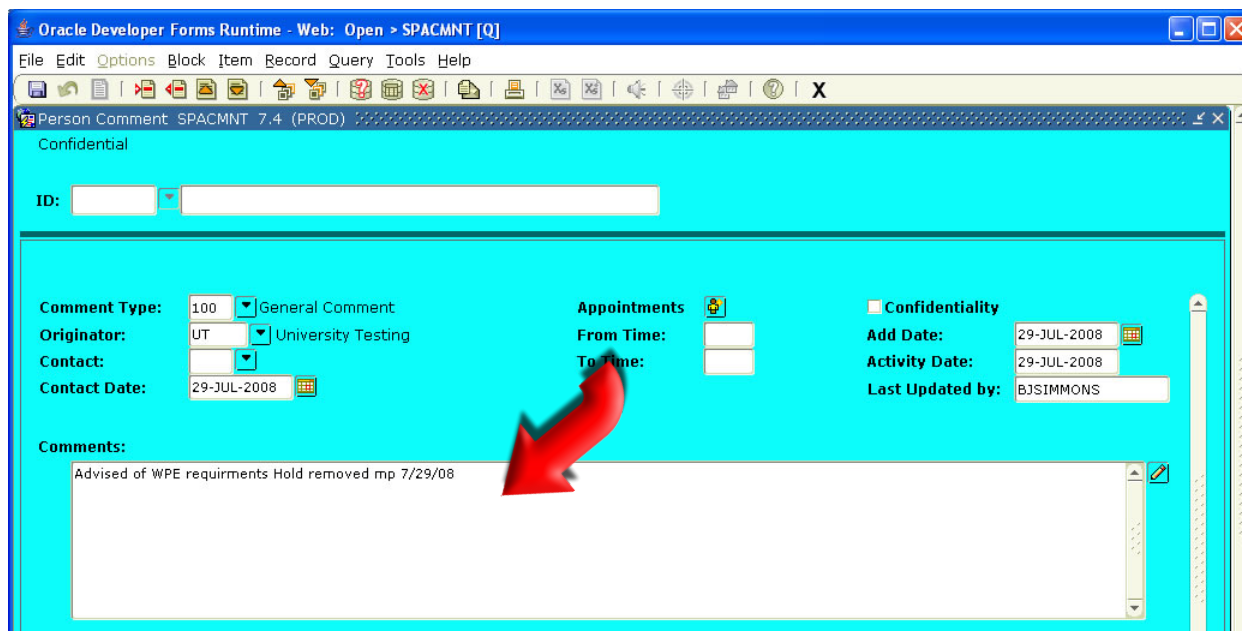
Comment Type: 100 [v] General Comment
Originator: UT [v] University Testing
Contact: [v]
Contact Date: 29-JUL-2008 []

Appointments []
From Time: []
To Time: []

Confidentiality
Add Date: 29-JUL-2008 []
Activity Date: 29-JUL-2008 []
Last Updated by: BJSIMMONS

Comments:
Advised of WPE requirements Hold removed mp 7/29/08

Step 4: Now you can enter your comment in the “Comments” area.



Oracle Developer Forms Runtime - Web: Open > SPACMNT [Q]

File Edit Options Block Item Record Query Tools Help

Person Comment: SPACMNT 7.4 (PROD)

Confidential

ID: []

Comment Type: 100 [v] General Comment
Originator: UT [v] University Testing
Contact: [v]
Contact Date: 29-JUL-2008 []

Appointments []
From Time: []
To Time: []

Confidentiality
Add Date: 29-JUL-2008 []
Activity Date: 29-JUL-2008 []
Last Updated by: BJSIMMONS

Comments:
Advised of WPE requirements Hold removed mp 7/29/08

Step 5: If you need to view a different student click on the “Rollback” icon and repeat the previous steps. If you are done you can exit the screen by clicking on the black X to close the form.

