The UA screen has been updated with the capability to add or view comments entered for an individual student. The 002 CMT highlighted above indicates the number of comments that have been entered for this particular student.

**ADD COMMENTS**

To add a comment to a student’s record, press the F9 key. This will bring up a blank screen that will allow users to add a comment. Once the comment has been entered users will need to type UA in the Func field to return to the scholarship entry screen. All comments are associated with a specific line entry (ID, year, code, and F-A). Each time additional comments are needed the same steps will apply. All comments are saved by date, time, user and fund account number.

**UPDATE COMMENTS**

The example below shows a comment that has previously been entered (remember the comment is associated with a specific line entry). There are two ways to update a comment from the UA screen.

1. Enter the ID, year, code and fund account number (F-A) on the entry line for the comment you would like to update. Press the F8=browse comments function. This will take users to the BC screen. Type UC in the line next to the comment that should be changed and press enter.

2. Enter the ID, year, code and fund account number (F-A) on the entry line for the comment you would like to update. Press the F9=add comments function. A blank screen will appear. Press F8 to browse to the comment that should be changed.

Comments previously entered can only be changed by the originator. Comments entered will be available to view by all users. New or additional comments can be entered using the F9 key.
New – ‘UC’ (Add or update comments)

Func UC SSN/ID 999999999 I Year 2008 Code 5222 F-A 295 18 08 S-P Coll
EST Name SMITH JOHN DOE
Add or Update Comment

Comment by: Rogers, Amy 03-27-2009 09:35:31 AM
Recipient of a Miller Fellowship award through the Graduate College.

GC789 Record may be updated
F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse Comments; F9=Add
Comment;

BROWSE COMMENTS

Users have the ability to browse all comments entered. Comments can be browsed by student using the aid year, aid code or fund account number. The comment screen can be narrowed down as far as the fund account number.

New – “Main” GS Screen

Func SSN/ID 999999999 I Year Code F-A S-P Coll
03-27-2009 Graduate Scholarship System
ISU Information Technology Services Solution Center: 294-4000

FUNCTION
DF Display Aid by Fiscal Year
AD Display Aid by Aid Year
TC Total Commitment
TE Total Commitment Entered
UA Grad Scholarship Aid Entry
GA Grad Scholarship Aid Approval
UC Display/Update User Comments
BC Browse User Comments

FUNCTION
BP Browse Pending Transactions
GT Browse by Aid Code
TB Browse by SSN
BO Browse by Originator
BF Browse by FASP
BR Browse Registrars Info by Na
BA Browse Admissions by Name
FF Browse Foundation Fund by F
FN Browse Foundation Fund by N
FA Browse Foundation Fund by F
### Student Browse

To browse all comments by student, enter the ID number only in the entry line at the top of the screen. All Comments associated with the student will appear regardless of aid year, aid code or fund account number.

<table>
<thead>
<tr>
<th>Func</th>
<th>BC</th>
<th>SSN/ID</th>
<th>999999999</th>
<th>I Year</th>
<th>Code</th>
<th>F-A</th>
<th>S-P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>SMITH JOHN DOE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Browse Comments

<table>
<thead>
<tr>
<th>FN</th>
<th>Date</th>
<th>Time</th>
<th>User</th>
<th>Comment Key</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Only paying a portion of summer tuition.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test comment for Amy.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-27-2009</td>
<td>09.35.31 Rogers, Amy</td>
<td>YR:2008 CD:5222 FASP:2951808</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recipient of a Miller Fellowship award through the Graduate College.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-27-2009</td>
<td>09.34.15 Rogers, Amy</td>
<td>YR:2008 CD:5200 FASP:4041807-1800</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training grant - tuition is allowed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TABLE

F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse Comments;

### Aid Year Browse

To browse all comments by student, enter the ID number and aid year in the entry line at the top of the screen. All the comments associated with the student and a particular aid year will appear regardless of aid code or fund account number.

<table>
<thead>
<tr>
<th>Func</th>
<th>BC</th>
<th>SSN/ID</th>
<th>999999999</th>
<th>I Year</th>
<th>Code</th>
<th>F-A</th>
<th>S-P</th>
<th>Coll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>SMITH JOHN DOE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Browse Comments

<table>
<thead>
<tr>
<th>FN</th>
<th>Date</th>
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<th>User</th>
<th>Comment Key</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03-27-2009</td>
<td>09.35.31 Rogers, Amy</td>
<td>YR:2008 CD:5222 FASP:2951808</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recipient of a Miller Fellowship award through the Graduate College.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03-27-2009</td>
<td>09.34.15 Rogers, Amy</td>
<td>YR:2008 CD:5200 FASP:4041807-1800</td>
<td></td>
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<tr>
<td></td>
<td>Training grant - tuition is allowed.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

END OF TABLE

F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse Comments;
Fund Account Browse

Below is an example of browsing the same student by aid year and fund account number.

**Func BC SSN/ID 999999999 I Year 2008 Code F-A 404 18 07 S-P 18 0016 Coll**

Name SMITH JOHN DOE

**Browse Comments**

<table>
<thead>
<tr>
<th>FN</th>
<th>Date</th>
<th>Time</th>
<th>User</th>
<th>Comment Key</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03-27-2009</td>
<td>09.34.15</td>
<td>Rogers, Amy</td>
<td></td>
</tr>
</tbody>
</table>

YR:2008 CD:5200 FASP:4041807-180016

Training grant - tuition is allowed.

---

The transaction browse (TB) screen has been updated to track the date, time and individual who approved/denied each transaction. This information is indicated on the second line of each entry.