

**Campus Solutions
SSO User Guide**

**Student Records
Person Comment Entry**

**Student System Office
The University of Manchester
email: cs.records@manchester.ac.uk**

<http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/>

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Important Note

This User Guide covers the process of using the 'Person Comment Entry' functionality to record data/information against a student's record as a comment.

Person Comment Entry is used by the Admissions and Financial divisions, although these areas are not covered in this guide.

Unless detailed otherwise (either in this guide, any IT Services Campus Solutions Training Materials or SSO User Guides) recording a person comment is not a mandatory process. However, the use of this functionality is highly recommended for sharing information amongst colleagues, as well as having an electronic note/link within the system in addition to any locally managed files.

This process is the same for all careers (UGRD, MDUG, PGDT, PGDR, CEPD & COLB).

Should you wish to add any comment categories, please contact the Student System Office by email with full details of your request for consideration: cs.records@manchester.ac.uk

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Person Comment Entry

Sensitive Data (Data Protection Act 1998)

Sensitive data **MUST NOT** be recorded in the Person Comments area of the student system as this is a reportable area and visible to all staff with Administrative access and would be in breach of the Data Protection Act 1998.

Sensitive data defined by the DPA includes:

- 1) Racial or Ethnic Origin
- 2) Political Affiliation
- 3) Religious Beliefs
- 4) Trade Union Membership
- 5) Physical or Mental Health (including disability)
- 6) Sexual Orientation
- 7) Criminal Records

Additionally the University of Manchester extends this definition to include:

- 10) Bank Details
- 11) NI number
- 12) Passport Number

Full Data Protection detail/information can be found online:

<http://www.dataprotection.manchester.ac.uk/whatisdataprotection/thedataprotectionact/>

How Does Person Comment Entry Work?

A 'Person Comment Entry' is stored against a Student's ID number, an Administrative Function and Comment Category. Each administrative function is owned by a security group, which enables restrictions on view and maintenance to staff within a particular school, faculty or division of the university.

Once a comment has been recorded against a student's ID it will remain active for the entirety of their academic life. The 'Variable Data' functionality allows staff to record a comment against a particular career and career number.

Once a student has left the university, the Person Comment entries will remain for historical purposes unless manually deleted.

Why Would I Use Person Comment Entry?

Person Comment Entry encourages information sharing and allows staff to electronically record helpful information in relation to a student's study increasing our awareness of a student's individual circumstances across campus and improving the overall student experience.

Person Comment Entry is currently used by School, The Student System, and Central Admissions offices as well as the Student Services Centre.

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Person Comment Entry

Recording a NEW Person Comment Entry

Navigate To: Campus Community > Comments > Comments – Person > Person Comment Entry



① Alternatively you can navigate by clicking on the speech bubble icon available in the top left hand corner of most relevant pages of the system.

- 1) Click on the 'Add a New Value' tab and enter Student ID the comment is to be recorded against in the ID field, using the look up if necessary and press the 'Add' button.



Person Comment Entry

Find an Existing Value | Add a New Value

ID:

Add

- 2) The 'Comment DateTime', 'Academic Institution' and 'Comment ID' fields will default automatically and should remain unchanged.
- 3) Select the 'Administrative Function', 'Comment Category' and type in 'Comment' accordingly. The 'Comment Date' field will be completed by default, but this field can be amended if necessary. The Department field must be left blank.



Person Comment Entry

Data withheld

Comment DateTime: Field will be completed by default.

*Administrative Function: Select appropriate Student Records related 'Administrative Function'.

*Academic Institution: The University of Manchester Field will be completed by default.

*Comment Category: Select appropriate 'Comment Category'. Variable Data

Comment Data

Comment ID: Field will be completed by default.

Department: LEAVE BLANK

Comment Date: Field will be completed by default, this can be amended where necessary.

Comments

Append Comments:

Save | Notify | Add | Update/Display

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- 4) The  function allows you to specify which 'Academic Career' and 'Career Number' the comment relates to. Click on the 'Variable Data' button and complete fields accordingly (using the look up icons where necessary).

Variable Data

Academic Career: 

Student Career Nbr: 

Once completed press the 'OK' button to add data and return to the 'Person Comment Entry' screen to 'Save' all changes.

Your new person comment is now saved against your student.

Administrative Functions and Comment Categories

The 'Administrative Function' and 'Comment Category' fields allow you to relate your comment to a specific area of Campus Solutions (e.g. Student Records) and comment types within that area.

This user guide looks at the Student Records area of CS only. For the vast majority of comments you will apply, you will use the administrative function of Student Programme (SPRG). However, there other administrative functions and comment categories available.

For the purpose of this guide we will look at Student Records (SPRG) **only**. Below is a list of the available comment categories within the Student Programme administrative function:

Comment Category	Description
ACADM	Academic Matters
APEL	AP(E)L
APPEAL	Appeal
CONDIS	Conduct and Discipline
EXAM	Examination/Assessment
EXTS	Extension
EXTSUB	Extension to Submission Date
INT	Interruption
MIGRTN	Migration of Data comment
MITCIR	Mitigating Circumstances
MRAS	Records after Submission
RADMIT	Readmit/Rescinded Awards
SPNOTE	Student Programme Note
SRGEN	SR General Comments
SSOHD	Student System Office Helpdesk
TRANSF	Prog Transfer - Acad Approval
W&A	Work and Attendance

① Staff/Colleagues across the university can view this data and you can report on it via Discoverer.

① Instructions on what information/data to include in your comment is detailed within each comment category. Please ensure sensitive data is not recorded as detailed earlier in this guide.

Viewing/Searching for a Person Comment Entry

To see if a person comment exists against a student's record, you will need to search the system. There is no identify on the students record

Navigate To: Campus Community > Comments > Comments – Person > Person Comment Entry



① Alternatively you can navigate by clicking on the speech bubble icon available in the top left hand corner of most relevant pages of the system.

- 1) Within the 'Find an Existing Value' tab enter the Student ID you wish to check for whether comments have been recorded against in the ID field, using the look up if necessary and press the 'Search' button.

MANCHESTER
1824
The University of Manchester

Favorites | Main Menu > Campus Community > Comments > Comments - Person > Person Comment Entry

Person Comment Entry

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

Find an Existing Value Add a New Value

Search Criteria

ID: begins with [] []

Sequence Number: = []

Administrative Function: begins with [] []

Comment Category: begins with [] []

Academic Institution: begins with [] []

Comment Date: = [] []

National ID: begins with []

Campus ID: begins with []

Last Name: begins with []

First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

- 2) Search results will either be displayed below your search or a message will be returned advising you that your search returns no matching values.

① Please note that, results returned are for the person and may no relate to their current programme of study.

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Person Comment Entry – Positive Service Indicator

To make it easier for staff to identify a student that has a person comment entry against their ID, you can also apply a 'Positive Service Indicator' which is identifiable on every page in the system by a blue star.

This service indicator has no impact in the system.

Service Indicators must be manually applied to a student.

Navigate to: Campus Community > Service Indicators > Person > Manage Service Indicators

- 1) Type in students ID and search:

MANCHESTER
1824
The University of Manchester

Favorites | Main Menu > Campus Community > Service Indicators > Person > Manage Service Indicators

Manage Service Indicators

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

Find an Existing Value

Search Criteria

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

- 2) Search result will be displayed below, check students details and click on the link.
- 3) [+ Add Service Indicator](#)

Here you can view existing service indicators as well as adding new ones. To add new service indicators select the 'Add Service Indicator' hyperlink.

- 4) Select the Service Indicator Code as PCE and Service Indicator Reason as PCE, the remaining necessary data will be completed by default.

ⓘ If you are placing this indicator on behalf of someone or if the contact person for this indicator is not yourself, please complete contact person so colleagues know where to direct any queries.

- 5) Apply changes.

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Add Service Indicator

*Institution:	<input type="text" value="UMANC"/>	The University of Manchester
*Service Indicator Code:	<input type="text" value="PCE"/>	Person Comment Entry Exists
*Service Ind Reason Code:	<input type="text" value="PCE"/>	Pesron Comment Entry Exists
Description:	<input type="text" value="Person comment entry held against students record."/>	
Effect:	Positive	
Effective Period		
Start Term:	<input type="text"/>	End Term: <input type="text"/>
Start Date:	<input type="text"/>	End Date: <input type="text"/>
Assignment Details		
*Department:	<input type="text" value="1000"/>	The University of Manchester
Reference:	<input type="text"/>	
Amount:	<input type="text" value="0.00"/>	Currency: <input type="text" value="GBP"/>
Contact Information		
Contact ID:	<input type="text"/>	Contact Person: <input type="text"/>
Placed Person ID:	<input type="text"/>	Placed By: <input type="text" value="Your details will default here."/>
Comments		
<input type="text"/>		
Services Impacted		
No Impacts are associated with the selected Service Indicator Code.		
Service Indicator Date Time:		
User ID: <input type="text" value="Your details will default here."/>		
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>

ⓘ You must have the correct security access to apply service indicators in the system. If you are unable to apply this service type of service indicator, please contact the Stydent System Office Operational Support Helpdesk:

Tel Ext: 65444

Email: cs.records@manchester.ac.uk

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Reporting on Person Comment Entry via Discoverer

It is possible to report on person comments held against a student's record via discoverer.

Person Comment data is stored within the SDM Student Records data warehouse, within the folder entitled 'Person Comment Entry'. You can utilise this data to create your own reports.

Alternatively, this data has been added to the standard SDM_STU_UGRD_REPORTS and SDM_STU_PGRD_REPORTS. Person comments are returned in the last sheet of these standard reports entitled 'Person Comment Entry'.

The SDM_STU_UGRD_REPORTS and SDM_STU_PGRD_REPORTS Discoverer reports will include the following fields:

Faculty	School	Level 4 Organisation	Person ID	Full Name	ACADEMIC CAREER CODE	Student Career Number	Academic Programme Code	Academic Programme	Academic Plan Code	Academic Plan	Comment Date	Comment User ID	Comment User Name	Comment Category Code	Comment Category Description	Comment
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The 'Comment Category' and 'Category Description' allow you to easily identify what area of a student's record the comment relates to.

❗ Admissions comments are not reported on within this report as this is a separate area of the student system.

Please contact the Central Admissions Reporting Team: admissions.reporting@manchester.ac.uk for assistance with this matter.

❗ The Person Comment Entry folder in SDM Student Records contains PCE for active students only and only comments that do NOT have an administration function of ADMP (Admissions Comments).

❗ Career Code and Career Number do not exist in the person comment table (variable data on the Campus Solutions Screen). To attach the data we replicated the process Campus Solutions uses to populate variable data. We take the first programme action date and last programme action date for each students career and career number. Whichever range the comment date falls between is the career and career number that is attached to the person comment entry record.

Campus Solutions Training Materials

All of the Campus Solutions IT Services Training Materials can be downloaded from the IT Services Training website: <http://www.staffnet.manchester.ac.uk/employment/training/course-guides/>

User Guides and Job Aids in support/addition of the IT Services Training Materials can be downloaded/viewed on the Student System Office Website: http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/ops_support/guidance/index.html

Campus Solutions Help/Support

For assistance with any Campus Solutions process, please contact the Student System Office's Operational Support Helpdesk for staff:

Tel Extension: 65554
eMail: cs.records@manchester.ac.uk