

Using the Commenting Feature

A generic comment utility program has been developed for use on practically any BPP screen. The comment utility will allow for a single summary comment and up to 10 detail comment lines. The summary comment line is required. The summary comment line is required before detail comments can be entered. Detail lines are not required, but you may enter up to 10 detail lines for each summary line. Both the summary and detail lines will allow up to 70 characters per line.

Currently, there is no retention schedule in place for comments. Since we are capturing the date/time comments are entered/modified a purge process could be implemented in the future as needed. Each comment will be date/time stamped, with the latest summary comment appearing on the original BPP screen.

Please keep in mind, comments can be viewed and/or updated by other BPP users with the appropriate screen access. Comments can be accessed in both inquiry and correction mode. While in inquiry mode you can only inquire on existing comments. In correction mode, comments may be viewed, added, or modified.

The summary comment line is displayed at the bottom of each primary screen where comments are available. The comment maintenance utility program can be activated by pressing the PF2 key. The PF2 key will be the standard function key on all screens where the new comment functionality is enabled. Once the PF2 key has been pressed a pick list of historical comments will be displayed. To access the expanded comment screen type an 's' or 'x' next to the desired summary line and press <Enter>. The expanded comment screen will display the selected summary comment and any detail comments associated with it.

The ability to keep, view, and modify historical comments has been incorporated into the comment utility program. To add a new comment, type 'N' in the Function field and press <Enter>. Now the summary and any associated detail lines can be added. After pressing <Enter> and returning to the primary screen, the most recent summary comment will be displayed at the bottom of the screen. .

To have the comment utility added to additional screens in the BPP System, please have the designated requestor for your workstation submit a BPP System Change Request form, <http://www.tamus.edu/offices/bpp/bpprequest/>.

101 TAMUS B/P/P - Personal Data - Correction
Screen: ____

11/01/11 09:16
D BPP0040 R004

UIN: 214003317 Name DWARF BASHFUL PIN M70005 Status A
Name: Last DWARF First BASHFUL MI A Sufx
Gender M Educ-Lvl PI N Foster Chld Stu-Stf-Fac Attnd A

Summary Line Selection

Summary Lines	Date/Time Updated
No More Data	
Screen 101 Values Updated by Userid SNWT	11/01/2011 09:16:04
<input checked="" type="checkbox"/> Employee transferred from work station F	10/31/2011 16:56:02

Select a Summary comment
by type an "X" or "S" on the
corresponding line and
pressing enter.

F3=Exit F7=Up F8=Down

Screen 101 TAMUS B/P/P - Comment Maintenance

11/01/11 09:17
D BPP0040 R004

0200 Database successfully updated
Function _ (Blank=Inquire; N=New,A=Add; M=Modify; E=Exit)

UIN 214003317 Name DWARF BASHFUL

Updated BPP0040 11/01/2011 09:17:24
Added BPP0040 10/31/2011 16:56:02

Summary
Employee transferred from work station F _____

Detail
Employee was previously on billing _____

Up to 10 lines of
comment details
can be entered &
stored here

The Summary line is what will
show up on the screen

PF1=Help, PF3=Exit

0200 Database successfully updated

Function M (Blank=Inquire; N=New,A=Add; M=Modify; E=Exit)

UIN 214003317 Name DWARF BASHFUL

Updated BPP0040 11/01/2011 09:17:24

Summary

Added BPP0040 10/31/2011 16:56:02

Employee transferred from work station F_____

Detail

was previously on billing_____

PF1=Help,PF3=Exit

Enter "M" to modify an existing comment, then type over the summary or detail lines. Press enter to save the changes.

Enter a function of "N" and press enter to create a new comment.

Function A (Blank=Inquire; N=New,A=Add; M=Modify; E=Exit)

UIN 214003317 Name DWARF BASHFUL

Updated BPP0040 11/01/2011 09:17:24

Summary

Added BPP0040 10/31/2011 16:56:02

New Comment summary Line_____

Detail

Detail lines for the comment go here_____

*** ADD NEW SUMMARY/DETAIL LINES ***

PF1=Help,PF3=Exit

After the new comment is added, the Function will automatically switch to "A" (Add). Type the comment, then press enter to save it.

Screen 101 TAMUS B/P/P - Comment Maintenance 11/01/11 10:20
D BPP0040 R004

0200 Database successfully updated

Function _ (Blank=Inquire, N=New, A=Add; M=Modify; E=Exit)

UIN 214003317 Name DWARF BASHFUL

Updated BPP0040 11/01/2011 10:20:30

Summary

Added BPP0040 11/01/2011 10:20:30

New comment for summary line _____

Detail

Detail lines for the comment go here _____

This message will appear to confirm that comments have been successfully added or modified.

PF1=Help, PF3=Exit

101 TAMUS B/P/P - Personal Data - Correction

11/01/11 10:22

Screen: ____

D BPP0040 R004

UIN: 214003317 Name DWARF BASHFUL

PIN M70005 Status A

Name: Last DWARF First BASHFUL

MI A Sufx

Gender M Educ-Lvl PI N Foster Chld

Stu-Stf-Fac Attn A

Tenure N EEO-Mnty 1 EEO-Job 1 EEO-Term

Armed Svc Medal Vet

Veteran Disbld-Vet Orphan-Vet Surv-Sps

Other Protected Vet

US-Citizen Natl-Orgn Visa-Type Visa-Stat

Vet-Sep-Dt

Sel Ser Reg 2 Province I-9 I-9-Exp-Dt

FNE-Exp-Dt

ADLOC 02237237 Emp-Loc 02237237 Chk-Distr 02237237

SGIP-Elig-Cd

Bud-Sal FTE-Sal Pos-Pct-Eft 100.00

Annual-Trm-Mos 12.0

Ben-Sal OL-Sal Lst-Bud-Act OA

Last-Act-Dt 08 01 2005

Curr-Tl-Cd 3219 Pay-In A ES W2 Lng Y 240 Ret

Hz-Dty Leave

Prev-Tl-Cd 9914 ACH C

Birth-Dt 01 01 1960 Curr-Emp 09 01 2008 Org-Emp

Retired-Dt Promotion 11 08 1986 Last-Emp

Terminated COBRA-Notify N Ter-Emp

YTD-Gross FYTD-Gross Vendor-Id -SSN- Mail

Comment New comment for Summary Line

Once a comment has been successfully added/modified, it will show upon the screen.

PF1=Help, PF2=Comm, PF3=Exit, PF4=Main, PF5=Prev, PF6=Next

Screen: ____

D BPP0040 R004

UIN: 214003317 Name DWARF BASHFUL

PIN M70005 Status A

Name: Last DWARF

First BASHFUL

MI A Sufx

Gender M Educ-Lvl PI

N Foster Chld

Stu-Stf-Fac

Attnd A

Summary Line Selection

Summary Lines

Date/Time Updated

No More Data

- New comment for Summary Line 11/01/2011 10:21:15
- Employee transferred from work station F 11/01/2011 09:17:24
- Screen 101 Values Updated by Userid SNWT 11/01/2011 09:16:04

Pressing the PF2 key brings us back to the first 'pick-list' screen with most recently updated comment on top.

F3=Exit

F7=Up

F8=Down