Using the Commenting Feature

A generic comment utility program has been developed for use on almost every 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 and must be entered 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.

Comments can be accessed in both inquiry and correction mode. However, inquiry mode only allows for inquiries on existing comments where correction mode allows inquiries, adds, and edits. Keep in mind, comments can be viewed and/or updated by other BPP users with the appropriate screen access.

The most current summary comment will appear on the original BPP screen where available. Currently, there is no retention schedule in place for comments. However, since the date/time each comment is entered/modified is captured, a purge process could be implemented in the future as needed.

The comment maintenance utility program can be activated by pressing the PF2 key or if using the BPP Profile, clicking on the “PF2=Comm” text at the bottom of the screen. The PF2 key will be the standard function key on all screens where the new comment functionality is enabled.

Press F2 key or, if using the BPP Profile, click this text to access the Comment Tool

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Once the PF2 key has been pressed a pick list of historical comments will be displayed. To access the expanded comment screen type an “X” or “S” 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.
Enter “M” to modify an existing comment, then type over the summary or detail lines. Enter “N” or “A” to add a new comment, then type summary text and any optional detail lines.

Press Enter to save the changes.

A message stating “Database successfully updated” will appear to confirm that comments have been successfully added or modified.
Once a comment has been successfully added/modified, it will show on the original 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/](http://www.tamus.edu/offices/bpp/bpprequest/).