Using the BPP Comment Utility

To add or modify comments, you must be in correction mode.

Once you're on the screen you wish to add comments to, press F2 to access the comments tool. Also, if you're using BPP Profile, you can click on the "PF2=Comm" text at the bottom of the screen, otherwise press the F2 key.

If there are existing comments for this UIN on the screen, the comments list will show up. To modify one of them or view it, type the character in the selection column of the comment you wish to view and press enter.

If you want to add a new comment, you can select any of the existing comments and you will be able to create a new one from there.

You can modify this comment, by entering an "M" and for modify as the function and then type in your new text or correct the text over the existing text.

When you're happy with the text press enter. You should receive a message of his database successfully updated.

To add a new comment type "N" for New as the function and then press enter. Then, type the summary comment and the detail line.

When you're happy with the text, press enter. You should receive another message that says database successfully updated.

To exit the comment utility, press F3 and you should see the most recently updated comment here at the bottom of the screen. In order to view those detail lines, press F2 and go back your comment tool, select the comment you wish to view, and you'll see your detail lines again.