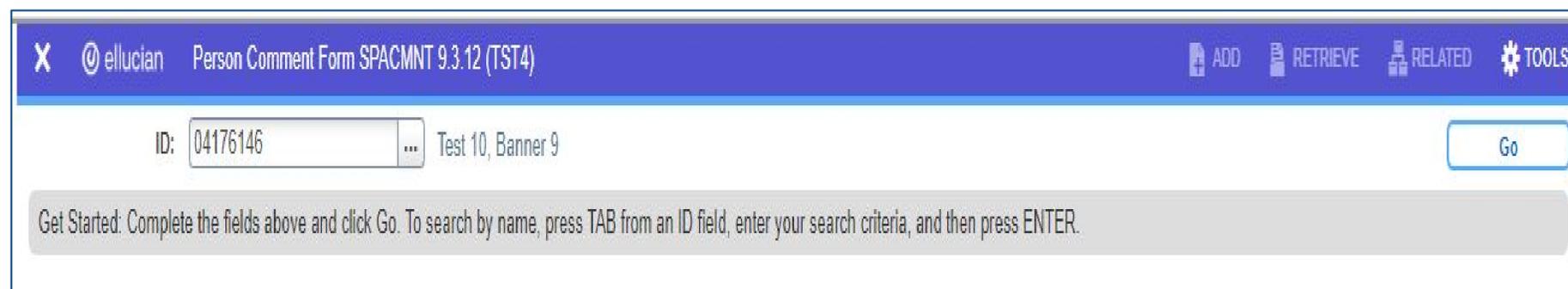
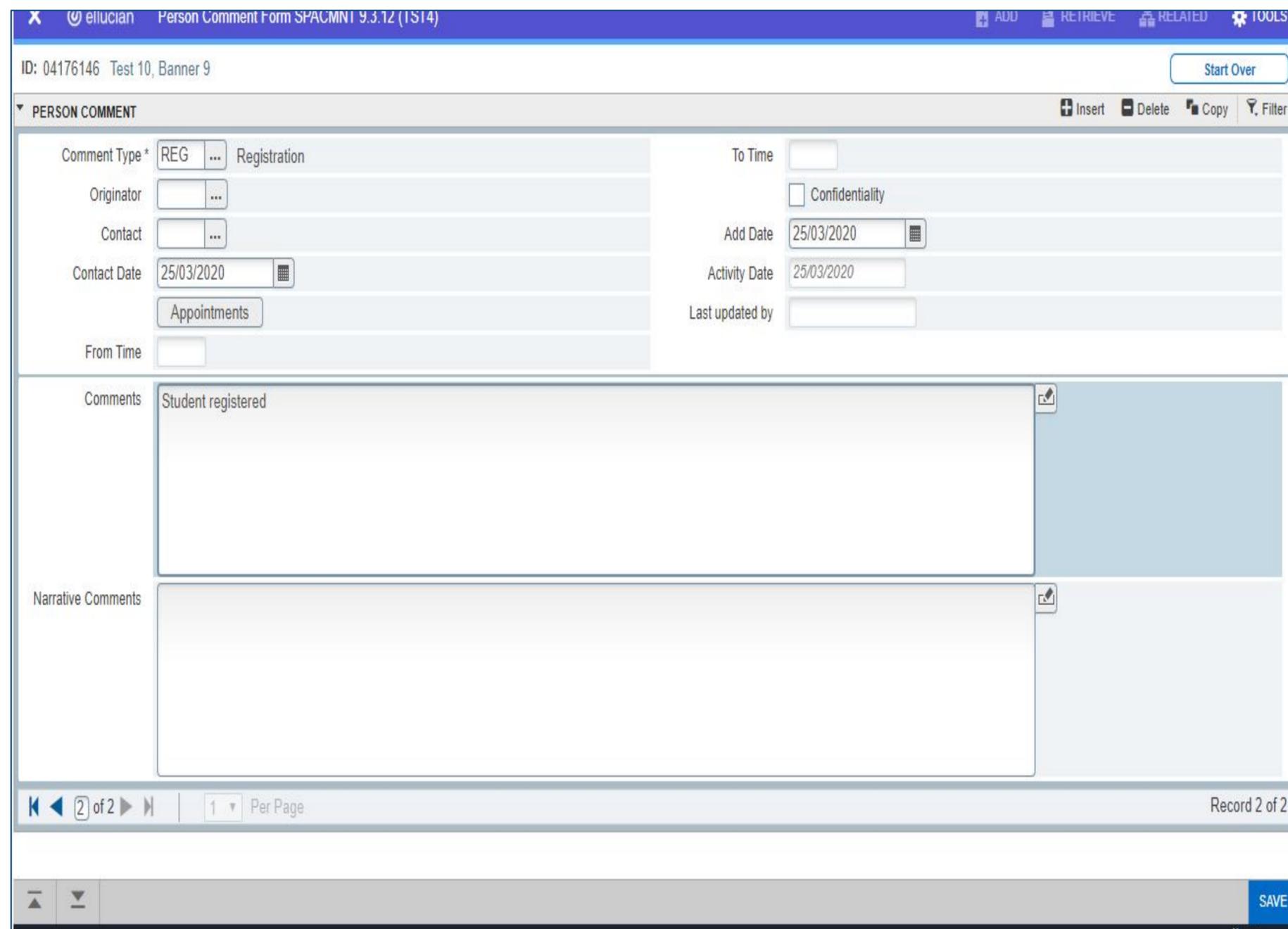


SPACMNT

Person Comment Form

- Type **SPACMNT** or **Person Comment** into the Welcome field.
- Enter the **Student ID** that you want to enter the comment for and **press Go**
 - If you need to search for an ID, click on the three dots beside the field in question
- The screen will open on the most recent comment – use the blue arrows to move between comments
- To enter a new comment, **press F6 or Insert**
- Enter the relevant **Comment Type** – if you need to search for the correct one, click on the three dots to select it
- Enter the details in the **Comments** field
- Press **F10 or Save** (bottom right)
- The **Activity Date** and **Last Updated by** fields will populate
- Press **Start Over** (top right) to begin a new search or **Insert** to enter another comment

Requirements Override Comment

Some modules have a pre-requisites or co-requisites that determine whether or not a student can take that module. In certain circumstances these dependencies can be waived and the student is allowed to take the module. Registration to the module is done through SFAREGS, normally by the relevant College/School Office.

A pre-requisite or co-requisite error message will appear and can be overridden. Where this happens for students other than Occasional students, a comment must be entered in the SPACMNT screen to explain why the pre-requisite or co-requisite message was overridden.

The screenshot shows the 'Person Comment Form SPACMNT 9.3.12 (TST4)' interface. The form is titled 'PERSON COMMENT' and contains the following fields and controls:

- Comment Type ***: RO (Requirements Over-ride)
- Originator**: [Empty field]
- Contact**: [Empty field]
- Contact Date**: 25/03/2020
- From Time**: [Empty field]
- To Time**: [Empty field]
- Add Date**: 25/03/2020
- Activity Date**: 25/03/2020
- Last updated by**: [Empty field]
- Confidentiality**:
- Comments**: ENG - 10010 - Programme Board Decision
- Narrative Comments**: [Empty field]

Navigation and control elements include: 'Start Over' button (top right), 'Insert', 'Delete', 'Copy', and 'Filter' buttons (top right), 'Appointments' button (below Contact Date), and a 'SAVE' button (bottom right). The bottom status bar shows 'Record 2 of 3' and '1 Per Page'.

SPACMNT

Person Comment Form



- Enter the **Student ID** that you want to enter the comment for and **press Go**
- To enter a new comment, **press F6 or Insert**
- Enter the relevant **Comment Type** i.e. **RO - Requirements Override**
- Enter the details in the **Comments** field
 - Module Code that you overrode the error message for
 - Reason why the student being allowed to take a module for which they do not meet the pre-requisite or co-requisites
- Press **F10 or Save** (bottom right)
- The **Activity Date** and **Last Updated by** fields will populate
- Press **Start Over** (top right) to begin a new search or **Insert** to enter another comment

Substitute a Module Comment

If you register a student to a substitute module in SFAREGS please enter a comment in the SPACMNT screen to record the details of the substitution.

The screenshot shows the 'Person Comment Form SPACMNT 9.3.12 (TST4)' interface. At the top, there is a header bar with navigation icons and a 'Start Over' button. Below the header, the form is divided into several sections. The 'PERSON COMMENT' section includes fields for 'Comment Type *' (set to 'SUB'), 'Originator', 'Contact', 'Contact Date' (25/03/2020), 'From Time', 'To Time', 'Add Date' (25/03/2020), 'Activity Date' (25/03/2020), and 'Last updated by'. There is also a 'Confidentiality' checkbox. The 'Comments' field contains the text 'CHEM 10010 for CHEM 10011', '25/03/2020', and 'Staff Member Name'. Below this is a 'Narrative Comments' field. At the bottom, there is a pagination bar showing '3 of 4' records and a 'SAVE' button.

SPACMNT

Person Comment Form



- Enter the **Student ID** that you want to enter the comment for and **press Go**
- To enter a new comment, **press F6 or Insert**
- Enter the relevant **Comment Type** i.e. **SUB - Substitutes**
- Enter the details in the **Comments** field
 - Module Code of the new module
 - Module Code of the old module
 - Date(in ddmmy format)
 - Name of person making the comment
 - If the substitution was a forced one – i.e. the student had no choice but to substitute because the original module is not offered this year put (forced sub) after the entry
- Press **F10 or Save** (bottom right)
- The **Activity Date** and **Last Updated by** fields will populate
- Press **Start Over** (top right) to begin a new search or **Insert** to enter another comment