## How to Use SPACMNT (Space Mountain) to Record Comments

- 1. Select Student
  - a. Type student ID number and press enter key, or
  - b. Type student name: "last, first" and press enter key, or
  - c. Search for student using wildcards: last%, first% and press enter key
- 2. Click on <u>"Next Block"</u> to display existing comments.

SPACMNT				
Eile Edit Options Block Item Record Query Tools Help				
🙀 Person Comment SPACMNT 8.2 (TEMHRS) 200000000000				
Next Block:Drop-down menu or Icon				

3. If the form contains a comment, click on <u>"Insert Record"</u> before you enter any data.

🕌 Oracle Developer Forms Runtime - Web: Open > SPACMNT				
Eile Edit Options Block Item Record Query Tools Help				
Rerson Comment: SPACMNT 8.2 (TEXTHRS) 0000000000000				
Insert Record: Icon or Drop-down menu				

SPA Oracle Developer Forms Runtime - Web: Open > SPA	IMNT			
File Edit Options Block Item Record Query Tools Help				
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🙀 Person Comment SPACMNT 8.2 (TESTHRS) 000000000000000000000000000000000000				
This student already has comment records. Use the slider to page through them. To add a new comment, first click on "Insert Record" and you will get a blank record which you fill out and save. You do not need to "Insert Record" if there are no				
	comments.			
Comment Type: SMI SIS Migration, Ger Originator: COUF Counseling-Foo Contact: Contact Id-APR-2010	eral Appointments 🔮 hill From Time: 🚺 To Time:	Confidentiality Add Date: 14-APR-2010 Activity Date: 14-APR-2010 Last Updated by: 3058		
Comments: approved math g for math proficiency-per Ros	≫ Myers.			

4. To select an option for a field, click on the down arrow to the right of the field. You can either highlight your selection and click OK, or type in the Code.

**Shortcut:** If the code is always the same just type it in.



5. Once you finish typing in your comment you <u>must save it</u>. You can either click the "Save Record" icon or click on the File drop-down menu and select Save.