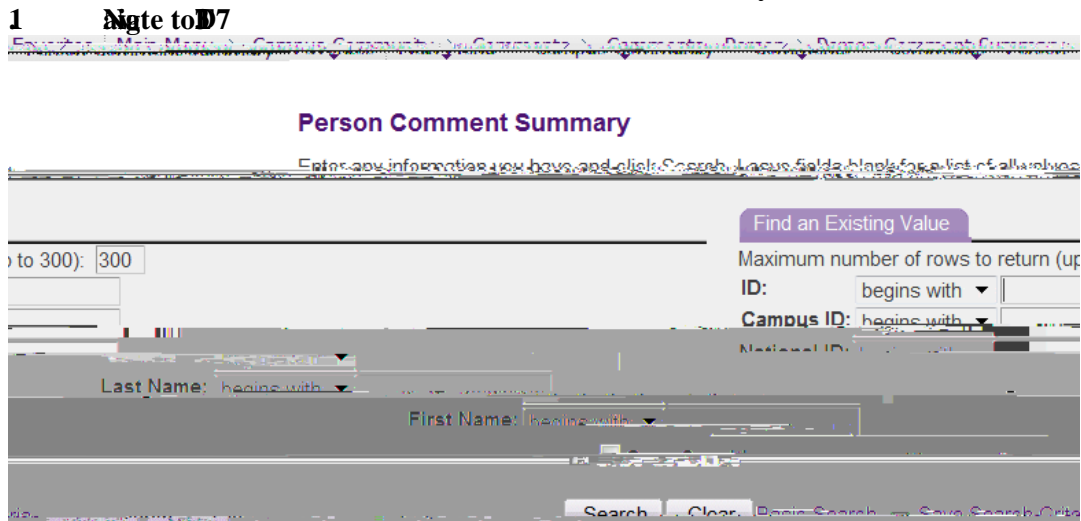


Viewing an Individual Comment Summary

Purpose: Users can view only those comments to which they have been granted 3C group security. The following table describes how to view a summary of all comments for an individual.

Step	Action
------	--------

1. Navigate to the **Person Comment Summary** page: **Main Menu > Campus Community > Comments > Comments-Person > Person Comment Summary**





Step	Action
------	--------

3. If you wish to further narrow your search, enter additional criteria, such as Function or Category. To see all comments (for which you have view access), click the **Search** button.