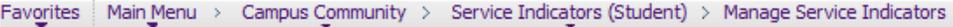
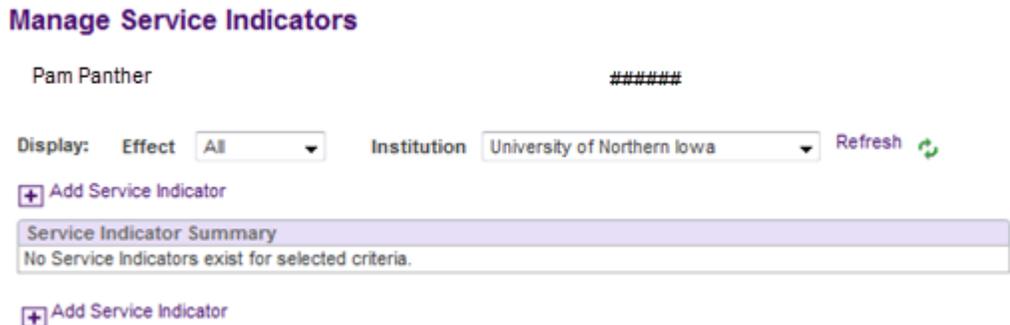


Adding a Service Indicator to a Student

Purpose: Use service indicators to provide or limit access to services for an individual. Service indicators can be holds to prevent an individual from receiving certain services, or positive indicators to designate special services to be provided. Service indicators consist of one or more impact values that identify the types of specific services that are restricted or provided. The following table describes how to add a service indicator to a student.

Step	Action
1.	<p>Navigate to the Manage Service Indicator page. Select Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators</p>  <p>Manage Service Indicators</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>EmpID: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Search"/></p> <p>Academic Career: <input type="text" value="="/> <input type="text"/></p> <p>National ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Campus ID: <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name: <input type="text" value="begins with"/> <input type="text"/></p> <p>First Name: <input type="text" value="begins with"/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p>
2.	<p>Enter the appropriate search criteria. Click the Search button.</p> <p>Result: The Manage Service Indicators page displays.</p>  <p>Manage Service Indicators</p> <p>Pam Panther #####</p> <p>Display: Effect <input type="text" value="All"/> Institution <input type="text" value="University of Northern Iowa"/> <input type="button" value="Refresh"/></p> <p><input type="button" value="+ Add Service Indicator"/></p> <p>Service Indicator Summary</p> <p>No Service Indicators exist for selected criteria.</p> <p><input type="button" value="+ Add Service Indicator"/></p>



Step	Action
3.	<p>Click the Add Service Indicator link.</p> <p></p> <p>Result: The Add Service Indicator page displays.</p> <p>Add Service Indicator</p> <p>Pam Panther #####</p> <p>*Institution: <input type="text" value="UNICS"/>  University of Northern Iowa</p> <p>*Service Indicator Code: <input type="text"/> </p> <p>*Service Ind Reason Code: <input type="text"/> </p> <p>Description: <input type="text"/></p> <p>Effect:</p> <p>Effective Period</p> <p>Start Term: <input type="text"/>  End Term: <input type="text"/> </p> <p>Start Date: <input type="text"/>  End Date: <input type="text"/> </p> <p>Assignment Details</p> <p>*Department: <input type="text"/> </p> <p>Reference: <input type="text"/></p> <p>Amount: <input type="text" value="0.00"/> Currency: <input type="text" value="USD"/> </p> <p>Contact Information</p> <p>Contact ID: <input type="text"/>  Contact Person: <input type="text"/></p> <p>Placed Person ID: <input type="text" value="260560"/>  Placed By: <input type="text" value="Saul,Rachel Marie"/></p> <p>Comments</p> <p><input type="text"/></p> <p>Services Impacted</p> <p>No impacts are associated with the selected Service Indicator Code.</p> <p>Service Indicator Date Time: 01/04/2011 9:34:58AM</p> <p>User ID: rajones Saul,Rachel Marie</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>

Step	Action
4.	<p>Use the Add Service Indicator page to assign a new service indicator to the person ID. Complete the following:</p> <ul style="list-style-type: none"> • Institution – Enter or select UNICS • Service Indicator Code – Select the appropriate code. See handout. • Service In Reason Code – Select the appropriate reason. • Description – This field populates based on the reason selected. • Effect – The system displays <i>Negative</i> or <i>Positive</i> <p>Add Service Indicator</p> <p>Pam Panther #####</p> <p>*Institution: <input type="text" value="UNICS"/> University of Northern Iowa</p> <p>*Service Indicator Code: <input type="text" value="SPD"/> SF Past Due U-bill</p> <p>*Service Ind Reason Code: <input type="text" value="SPDB"/> SF Past Due U-bill</p> <p>Description: <input type="text" value="Your u-bill is past due. Until your bill is brought current, you will not be allowed to register for a new term. add classes to the current term. or obtain a"/></p> <p>Effect: <input type="text" value="Negative"/></p>
5.	<p>Notice that the system populated the Department field based on the value entered in the Service Ind Reason Code field. This field defines the department that is responsible for placing the service indicator (or that requested it be placed) on this individual's record.</p> <p>Effective Period</p> <p>Start Term: <input type="text"/> End Term: <input type="text"/> Start Date: <input type="text"/> End Date: <input type="text"/></p> <p>Assignment Details</p> <p>*Department: <input type="text" value="BUSOPS"/> Business Operations</p> <p>Reference: <input type="text"/></p> <p>Amount: <input type="text" value="0.00"/> Currency: <input type="text" value="USD"/></p> <p>Contact Information</p> <p>Contact ID: <input type="text"/> Contact Person: <input type="text"/> Placed Person ID: <input type="text" value="260560"/> Placed By: <input type="text" value="Saul,Rachel Marie"/></p>
6.	<p>In the Effective Period section, service impacts associated with a service indicator can be term-based or date-based. They are applied or released based on the start and end information that you enter.</p> <p>In this example, you want to apply the service indicator to specific terms. Enter or select “2112” (for Fall 2011) in the Start Term field and “2113” (for Sprint 2012) in the End Term field.</p>

