

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



Step	Action								
3.	Click the Add Service Indicator link.								
	Add Service Indicator								
	<i>Result:</i> The Add Service Indicator page displays.								
	Add Service Indicator								
	Pam Panther ######								
	*Institution: UNICS Q University of Northern Iowa								
	*Service Indicator Code:								
	*Service Ind Reason Code:								
	Description:								
	Effect:								
	Effective Period								
	Start Term: Q End Term: Q								
	Start Date: End Date:								
	Assignment Details								
	'Department:								
	Reference:								
	Amount: 0.00 Currency: USD Q								
	Contact Information								
	Contact ID: Q Contact Person:								
	Placed By: Saul.Rachel Marie								
	Comments								
	Services Impacted								
	No Impacts are associated with the selected Service Indicator Code.								
Service Indicator Date Time: 01/04/2011 9:34-58AM									
	User ID: rajones Saul,Rachel Marie								
	OK Cancel Apply								
1									



Step	Action								
4.	Use the <b>Add Service Indicator</b> page to assign a new service indicator to the person ID. Complete the following:								
	<ul> <li>Institution – Enter or select UNICS</li> <li>Service Indicator Code – Select the appropriate code. See handout.</li> <li>Service In Reason Code – Select the appropriate reason.</li> <li>Description – This field populates based on the reason selected.</li> <li>Effect – The system displays <i>Nagative or Positive</i>.</li> </ul>								
	• Effect – The system displays wegative of Tostitve								
	Pam Panther		######						
	*Insutation:		University of Northern Iowa						
	-Service Indicator Code:		SF Past Due U-bill						
	*Service Ind Reason Code:	SPUB Q							
	Description:	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							
	Effect:								
	in the <b>Service Ind Reason Code</b> field. This field defines the department that responsible for placing the service indicator (or that requested it be placed) or individual's record.								
	Effective Period								
	Start Term:		End Term:						
	Start Date:	31	End Date: 1						
	*Department Details	Ducing							
	Reference:	- Busine	ss operations						
	Amount:	0.00	Currency: USD Q						
	Contact Information								
	Contact ID:	Q Col	ntact Person:						
	Placed Person ID: 260560	Q Pla	ced By: Saul,Rachel Marie						
6.	In the <i>Effective Period</i> 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.								
	In this example, you want to apply the service indicator to specific terms. Enter or select "2112" (for Fall 2011) in the <b>Start Term</b> field and "2113" (for Sprint 2012) in the <b>End Term</b> field.								



Step	Action									
7.	<ul> <li>In the <i>Assignment Details</i> section, enter:</li> <li>Reference – Enter appropriate text (enter a reference number or other data that may assist in tracking and identifying the service indicator and its resolution.)</li> <li>Amount – The amount needed to satisfy and remove the service indicator</li> </ul>									
8.	<ul> <li>In the <i>Contact Information</i> section, enter:         <ul> <li>Contact ID – Enter or select the ID of the person to contact with questions about this service indicator.</li> </ul> </li> <li><i>Note:</i> The system populates the Contact Person field when you tab out of the Contact ID field. The Placed Person ID field contains the ID of the person who created the service indicator.</li> </ul>									
9.	In the <i>Services Impacted</i> section, click the <i>Impact Code</i> link to view the Service Impact Description page. Click the Return button.								mpact	
	Services Impacted			(	Customize   Find   View All   🖾   🔠 First 🚺 1-3 of 3 🕨 Last					
	Imp	<u>act</u>	Description			<u>Basis - Dat</u>	te <u>B</u>	<u>asis - Term</u>	<u>Term Ca</u>	tegory
		IR	Block Initial Enr	oll and Add	ł			$\checkmark$		
	2 DIP	L	Block Diploma	Processing	g	1				
	3 TRA	NS	Block Transcript Processing			$\checkmark$				
10.	Note that the system displays the current day and time to indicator when the service indicator was assigned.         Click the <b>OK</b> button. <i>Result:</i> The Manage Service Indicators page displays with the service indicator you just added.									
	Mana	Manage Service Indicators								
	Pam Panther ######									
	Display: Effect All  Institution University of Northern Iowa  Refresh									
	Servic	e Indicator Sun	mary			Custom	ize   Find   Vi	ew All 💷 🕻	🛛 First 🔳 1	of 1 🗈 Last
	Code	Code Description	Reason Description	Institution	Start Terr	n Start Term Description	End Term	End Term Description	Start Date	End Date
	SPD	SF Past Due U-bill	SF Past Due U-bill	UNICS	2112	2011 FALL	2113	2012 SPRG	02/25/2011	
	Add Service Indicator									