

Add/Delete Service Indicators (Blocks)

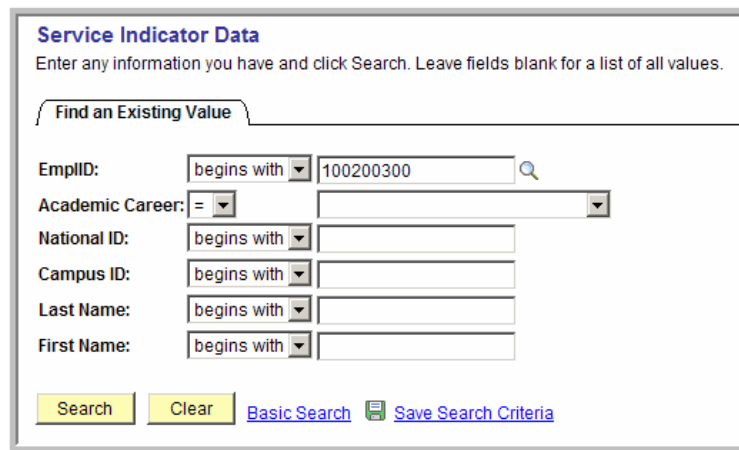
In PeopleSoft “blocks” are called **service indicators**. There are two types of service indicators - positive and negative.

Your department has been given access to add certain Negative service indicators to a student’s record. This is usually done because they owe something or need to complete something. This service indicator usually “blocks” the student from doing something like registering for classes or receiving their diploma. Once the student resolves these issues you can delete the service indicator from their record.

Positive service indicators are used by Student Accounts and Student Health Service to “flag” the student’s record. They do not have a negative impact and do not “block” the student from doing anything.

Navigation:

Campus Community > Service Indicators (Student) > Service Indicator Data



The screenshot shows a web form titled "Service Indicator Data". Below the title is a subtitle: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a search bar with the placeholder text "Find an Existing Value". Below the search bar are several input fields, each with a "begins with" dropdown menu and a search icon. The fields are: EmpID: (with "100200300" entered), Academic Career: (with "=" selected), National ID:, Campus ID:, Last Name:, and First Name:. At the bottom of the form are buttons for "Search", "Clear", and links for "Basic Search" and "Save Search Criteria".

Enter the student’s **ID**
and click **Search**

Service Indicator Data

Find | View All First 1 of 3 Last

Date Time: 06/26/2007 3:29:53PM *Institution: USBNY SUNY at SB

Service Ind Active Term: 1078 Fall 2007 *Active Date: 06/26/2007

*Service Indicator Code: HTR Health Requirements Met Positive Service Indica

*Service Ind Reason Code: HTHR Health Requirements Met

Reference:

Amount: 0.00 Currency: USD

Contact ID:

Contact Person:

Placed Person ID: 106246577 Placed By: Jon


*Department: 86056000 Student Health Service




Comments:

Placed Method: Manual Placed Process: Release Proc:




User ID: LJJONES Jones,LaShawne N

Save Return to Search


If no other Service Indicators exist the fields on this page will be blank and you can enter the information for your department's service indicator. If other service indicators exist on this page you must click the **Add a new row**  button first.

- Select the **Service Ind Active Term**
- Click the **Lookup button**  and select your **Service Indicator Code**
- Click the **Lookup button**  and select the **Service Ind Reason Code**
- Click **Save** 

To remove an existing service indicator:

- Click the **Next row** arrow  until the service indicator that you want to remove is displayed (you are only permitted to remove your department's service indicators)
- Click the **Delete Row** button 
- Click the **Save** button  on the bottom of the page

To search for another student:

- Click the **Return to Search** button  at the bottom of the page

To view an audit of service indicators:

Since service indicators are deleted from the page, the only way you can look back in history to see what service indicators were added and deleted is to go to the **Service Indicators Audit** page.

Navigation:

Campus Community > Service Indicators (Student) > Service Indicator Audits

Service Indicator Audits
Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value

User ID: begins with []
Date and Time Stamp: = []
ID: begins with 100200300 []
Service Indicator Cd: begins with []
Service Indicator Date Time: = []
Academic Institution: begins with USBNY []
Service Ind Active Term: begins with []
Service Indicator Active Date: = []
National ID: begins with []
Campus ID: begins with []
Last Name: begins with []
First Name: begins with []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the student's **EmplID** and click **Search** to view all service indicators added/deleted for a particular student.

Or, select the **Academic Institution, Service Indicator Code** and **Active Term** and click **Search** to view all service indicators of a particular type in a particular term.

Or, enter your PeopleSoft **User ID** and click **Search** to view all service indicators added/deleted by you.

Click a row in the search results list to go to the **Service Indicator Audits** page.

Service Indicator Audits

ID:	Name:	100200300	Constance, Robert Joseph
Service Indicator Cd:	ORN	Orientation Hold	Positive Service Indicator? N
Service Ind Reason Code:	ORNT	Must attend Orientation	
Reference/Checklist:			
Amount:	\$0.00	Currency:	USD
Service Ind Date Time:	04/23/2007 6:57:41PM		
Service Ind Active Term:	1078	Fall 2007	
Active Dt:	06/29/2007		
Institution:	USBNY		
Contact ID:			
Placed Person ID/Name:	100384477	Mooney, Michael J.	
Department:	84050600		
Placed Method:	Background		
Placed Process Name:	SUSR123A	Release Process Name:	
User ID	MMOONEY	Name:	Mooney, Michael J.
Date and Time Stamp:	06/29/2007 11:19:53.000000AM	Action:	Delete

You will see the student's name, the Service Indicator Code and Reason, the date/time placed and the User ID of the person who added or deleted it.

The **Action** field indicates Add or Delete.