











Service Indicator - Add

1.	<p>Click the general info tab.</p> 
2.	<p>Click the edit service indicators button.</p> 
3.	<p>Enter the service indicator code and reason code.</p> <p>Add Service Indicator</p> <p>Seymour Eagle ID: 358095</p> <p>*Institution: <input type="text" value="USM01"/> Univ of Southern Mississippi</p> <p>*Service Indicator Code: <input type="text" value="NEE"/> NEE - MUST BE ADVISED.</p> <p>*Service Ind Reason Code: <input type="text" value="NEE"/> NEE - Must be advised</p> <p>Description: <input type="text" value="Student needs to be advised by department prior pre-registration."/></p> <p>Effect: Negative</p>

<p>4.</p>	<p>Insert a Start Date (when the service indicator should be active).</p> <p>NOTE: Start Term, End Term, and End Date are all option fields.</p> <div data-bbox="266 386 1503 562"> <p>Effective Period</p> <p>Start Term: <input type="text" value="0000"/>  Begin Term End Term: <input type="text"/> </p> <p>Start Date: <input type="text" value="02/14/2012"/>  End Date: <input type="text"/> </p> </div>
<p>5.</p>	<p>The Department will default in.</p> <p>Other fields in the Assignment Details section are optional.</p> <div data-bbox="266 705 1312 947"> <p>Assignment Details</p> <p>*Department: <input type="text" value="H190003001"/>  Office Of The Univ Registrar</p> <p>Reference: <input type="text"/></p> <p>Amount: <input type="text" value="0.000"/> Currency: <input type="text" value="USD"/> </p> </div>
<p>6.</p>	<p>The Placed Person ID will default in. The Contact ID and Contact Person are optional fields.</p> <div data-bbox="266 1024 1442 1224"> <p>Contact Information</p> <p>Contact ID: <input type="text"/>  Contact Person: <input type="text"/></p> <p>Placed Person ID: <input type="text" value="301906"/>  Placed By: <input type="text" value="Northrop, Marlissa F"/></p> </div>
<p>7.</p>	<p>It is highly recommended that you place a comment about why the indicator is being assigned. Follow comments with your initials and the date.</p> <div data-bbox="266 1325 1351 1486"> <p>Comments</p> <p><input type="text" value="It is highly recommended that you place a comment here about why you are placing this indicator. (MN 2/14/12)"/></p> </div>
<p>8.</p>	<p>Click the Apply button to save the service indicator.</p> <div data-bbox="266 1566 669 1623"> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p> </div>