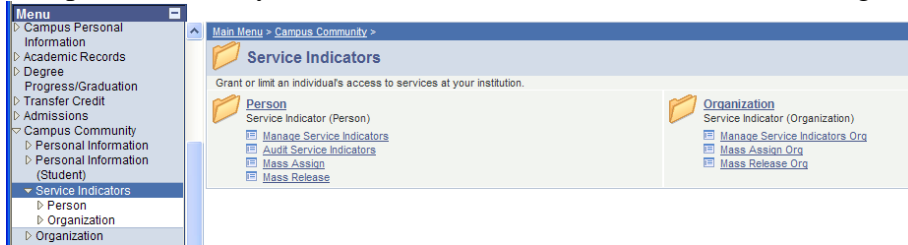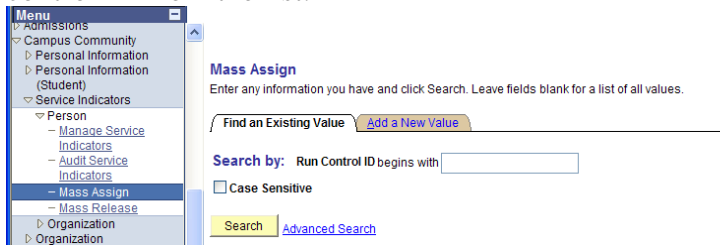# Mass Assigning Service Indicators

Campus Community -> Service Indicators -> Person -> Mass Assign

Select Mass Assign -> from here the first time you run this process you will need to create a run control ID that is unique to you, but something you can remember (example: KHMassSrvcInd). After you have created the run control ID you can click the search button and select your run control ID from the list.

Screen Shot of mass assign screen after initial set-up of run control ID.

-To set up the Mass Assign Function
-Click on drop down menu of Selection Tool select "External File"
-Click "Upload File" Button
-Select the file you wish to use. Must be a CSV and the first column must have the EMPL ID numbers with the leading 0's. (MS Office 2007 Excel users must be sure to format

EMPL ID column as Text. Then save as a CSV file to show leading 0's, **Do Not** open CSV file and/or save after opening CSV it will reformat column as general and remove the leading 0's.) First row of CSV file must have column headings. To preview your selected students click on "Preview Selection Results" in the Population selection box.
-Select File Mapping and only option will be SERVICEINDICATOR
-Service Indicator Data UND, Service Indicator code and reason you are wanting
-Must have one or the other for Effective Period "Term" Or "Start Date"
-Advising holds will require a start term
-End Term has not been tested... Much better to use the Mass Release option before the next go around of holds.

- Click the Run button to run program.
- Make sure to check the second box for SCC_SI_ASSN
- Then click OK on the Process Scheduler Request Screen.
Will create a trace file and will need to view in process monitor.

The program is now running and will create the trace file under process monitor. To update the process list keep clicking the refresh button until the Distribution status says "Posted".
Then Click the details link to the right of the page and select the trace file.

View Process Request For

User ID: kmcdermott   Type: [   ] ▼   Last: [10] [Days] ▼   [Refresh]

Server: [   ] ▼   Name: [   ] 🔍   Instance: [   ] to [   ]

Run Status: [   ] ▼   Distribution Status: [   ] ▼   ☑ Save On Refresh

Process List | Find | View All | 🎹   First ◁ 1-8 of 8 ▷ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	2122557		SQR Report	SRAPPT	kmcdermott 10/28/2008 3:51:44PM CDT	Success	Posted	Details
☐	2122552		SQR Report	SRAPPT	kmcdermott 10/28/2008 3:48:51PM CDT	Success	Posted	Details
☐	2122545		SQR Report	SRAPPT	kmcdermott 10/28/2008 3:45:33PM CDT	Success	Posted	Details
☐	2122535		SQR Report	SRAPPT	kmcdermott 10/28/2008 3:42:02PM CDT	Success	Posted	Details
☐	2122498		SQR Report	SRAPPT	kmcdermott 10/28/2008 3:28:27PM CDT	Success	Posted	Details
☐	2122470		SQR Report	SRAPPT	kmcdermott 10/28/2008 3:19:50PM CDT	Success	Posted	Details
☐	2122047		SQR Report	SRAPPT	kmcdermott 10/28/2008 12:41:23PM CDT	Success	Posted	Details
☐	2119947		SQR Report	NDU001SR	kmcdermott 10/27/2008 10:46:09AM CDT	Success	Posted	Details

Mass Releasing Services Indicators

To mass release all you need to do is go to Campus Community Services Indicators Person Mass Release

Then select/create the run control ID. Then follow the same instructions as above. You can use the same run control ID and it will pull the ID's from the last time you ran the mass assign.

Mass Release

Run Control ID: KHMassSrvcInd   Report Manager   Process Monitor   [Run]

[Report Distribution List]

Population Selection

Selection Tool: [External File] ▼

Attached File: AJDSrvcIndTEST.csv   [Upload File] [Delete File] [View File]

File Mapping: [SERVICEINDICATOR] 🔍   Preview Selection Results

Service Indicator Data

*Institution: [University of North Dakota] ▼

*Service Indicator Code: [AJD] 🔍   JDO Adviser Hold

Reason: [ADV] 🔍   Adviser Hold

Effective Period

Start Term: [1040] 🔍 2010 Summer   End Term: [1040] 🔍 2010 Summer

Start Date: [02/03/2010] 📅   End Date: [   ] 📅

[💾 Save] [🔍 Return to Search]   [➕ Add] [🗐 Update/Display]

Process Scheduler Request

User ID: kmcdermott   Run Control ID: KHMassSrvcInd

Server Name: [   ] ▼   Run Date: [03/15/2010] 📅

Recurrence: [   ] ▼   Run Time: [3:44:56PM]   [Reset to Current Date/Time]

Time Zone: [   ] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Publish REL Service Ind	EIPSIRLS	PSJob	(None) ▼	(None) ▼	Distribution
☑	SCC_SI_RELS	SCC_SI_RELS	Application Engine	Web ▼	TXT ▼	Distribution

[OK] [Cancel]