



UNIVERSITY *of*
NEW ORLEANS

PeopleSoft – Student Records

Service Indicators

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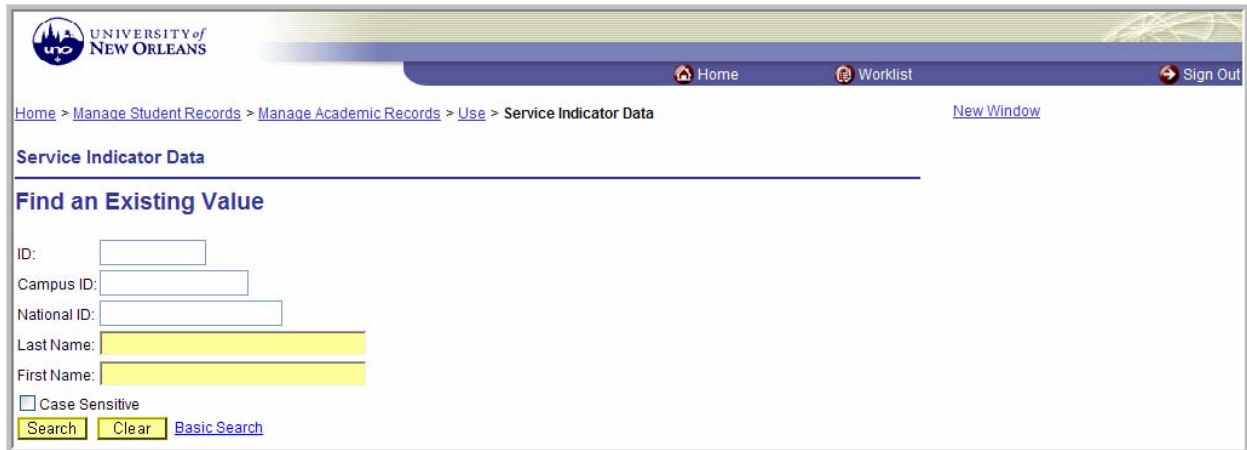
TRAINERS

<p>Rhonda Regan CC-101Q 504-280-5645</p>	<p>Susan Baragona CC-101Q 504-280-1263</p>
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Service Indicators: Including Holds & Flags

Service indicators are used to provide further information on a student. They are often used to stop the student from doing something (registering, for example).

Navigate: **Home > Manage Student Records > Manage Academic Records > Use > Service Indicator Data**

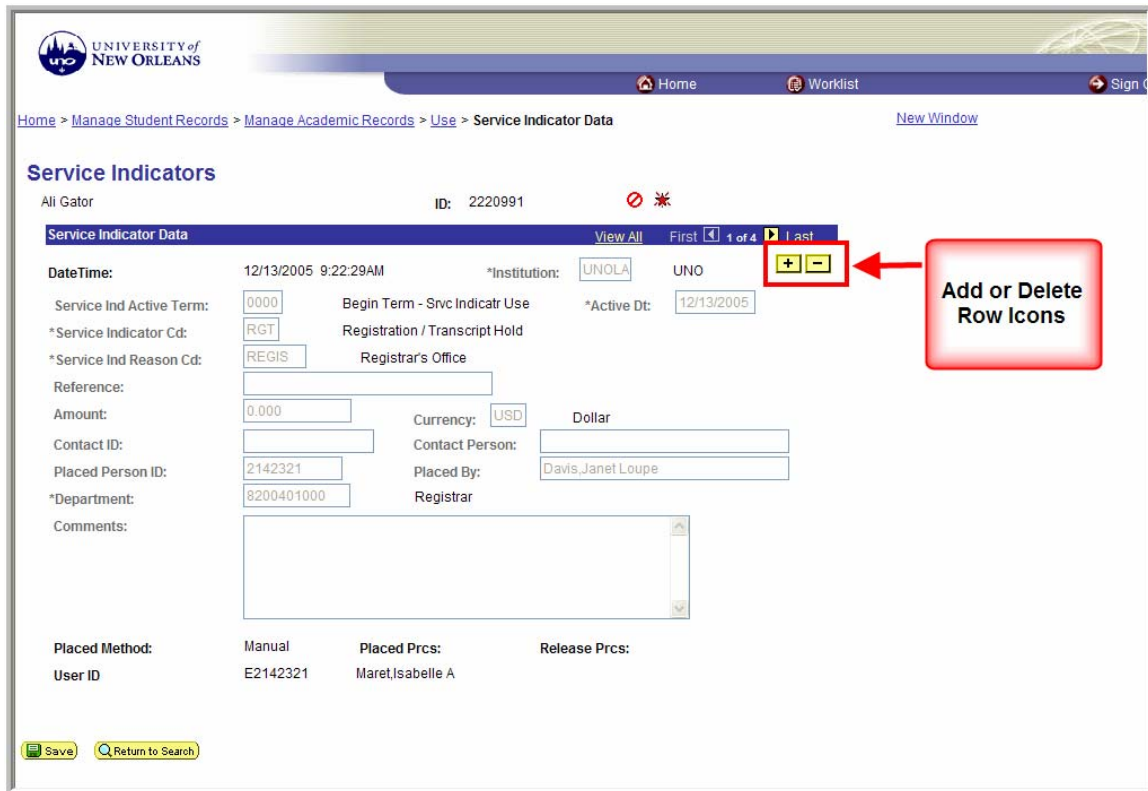


The screenshot shows the 'Service Indicator Data' page in the PeopleSoft system. The page header includes the University of New Orleans logo and navigation links for Home, Worklist, and Sign Out. The breadcrumb trail is: Home > Manage Student Records > Manage Academic Records > Use > Service Indicator Data. A 'New Window' link is also present. The main content area is titled 'Service Indicator Data' and contains a section 'Find an Existing Value'. This section has input fields for ID, Campus ID, National ID, Last Name, and First Name. The Last Name and First Name fields are highlighted in yellow. There is a 'Case Sensitive' checkbox and three buttons: Search, Clear, and Basic Search.

Enter the student's ID or use the appropriate fields to search by SSN (National ID), and/or first and last name, and then click **Search**.

The Service Indicators page will open allowing you to add or remove service indicators.

Note: You can only add or remove service indicators for which you have security permission levels.



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Home Worklist Sign Out

Home > Manage Student Records > Manage Academic Records > Use > Service Indicator Data [New Window](#)

Service Indicators

Ali Gator ID: 2220991

Service Indicator Data View All First 1 of 4 Last

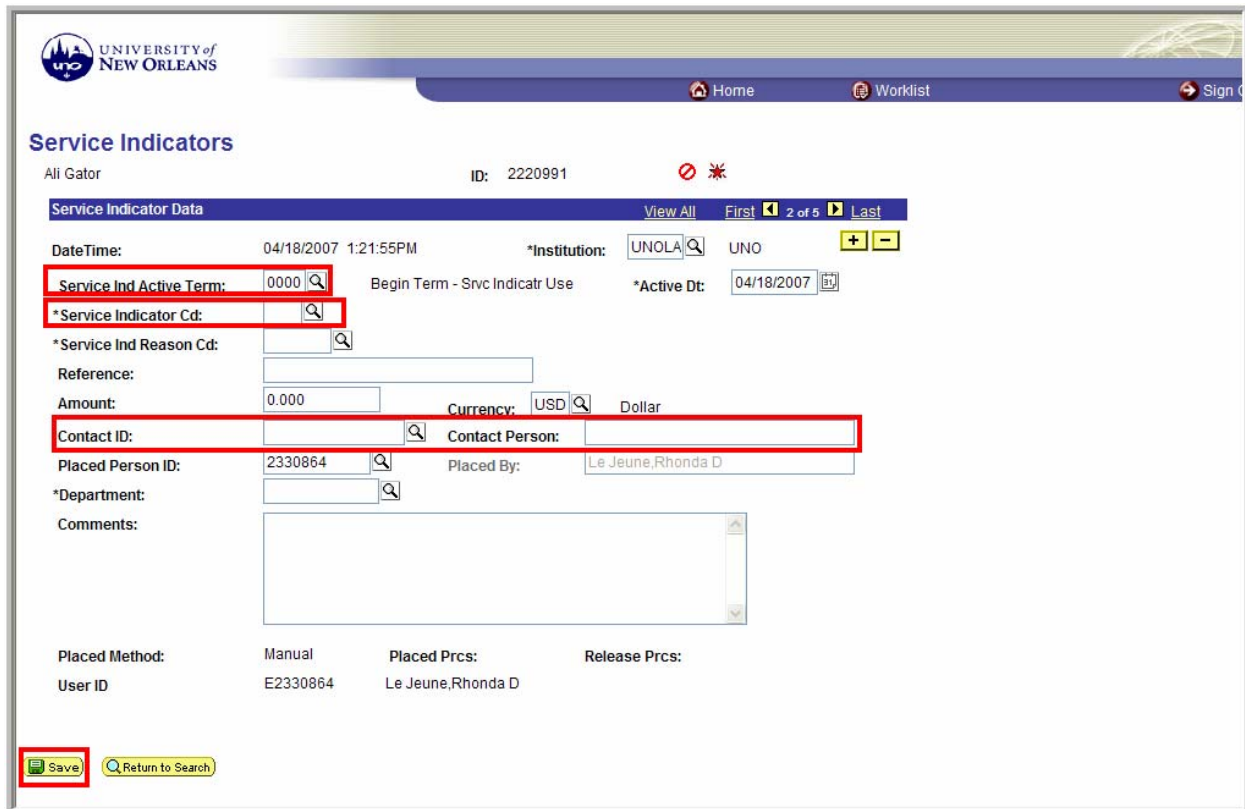
DateTime: 12/13/2005 9:22:29AM *Institution: UNOLA UNO
 Service Ind Active Term: 0000 Begin Term - Svc Indicatr Use *Active Dt: 12/13/2005
 *Service Indicator Cd: RGT Registration / Transcript Hold
 *Service Ind Reason Cd: REGIS Registrar's Office
 Reference:
 Amount: 0.000 Currency: USD Dollar
 Contact ID: Contact Person:
 Placed Person ID: 2142321 Placed By: Davis,Janet Loupe
 *Department: 8200401000 Registrar
 Comments:

Placed Method: Manual Placed Prcs: Release Prcs:
 User ID E2142321 Maret,Isabelle A

Save Return to Search

To Add a Service Indicator

On the Service Indicators page, there may already be a service indicator noted. If a service indicator already exists, you must first insert a new row to add another one. Do not type over an existing service indicator code. To add a new row, click **+**.



Service Indicators

Ali Gator ID: 2220991

Service Indicator Data View All First 2 of 5 Last

DateTime: 04/18/2007 1:21:55PM *Institution: UNOLA UNO

Service Ind Active Term: 0000 Begin Term - Svc Indiatr Use *Active Dt: 04/18/2007

*Service Indicator Cd:

*Service Ind Reason Cd:

Reference:

Amount: 0.000 Currency: USD Dollar

Contact ID: Contact Person:

Placed Person ID: 2330864 Placed By: Le Jeune,Rhonda D

*Department:


Comments:


Placed Method: Manual Placed Prcs: Release Prcs:

User ID: E2330864 Le Jeune,Rhonda D

Save Return to Search

Service Indicator Active Term: The term will default to 0000 (meaning start now) but you can enter or select a specific starting term for this indicator.

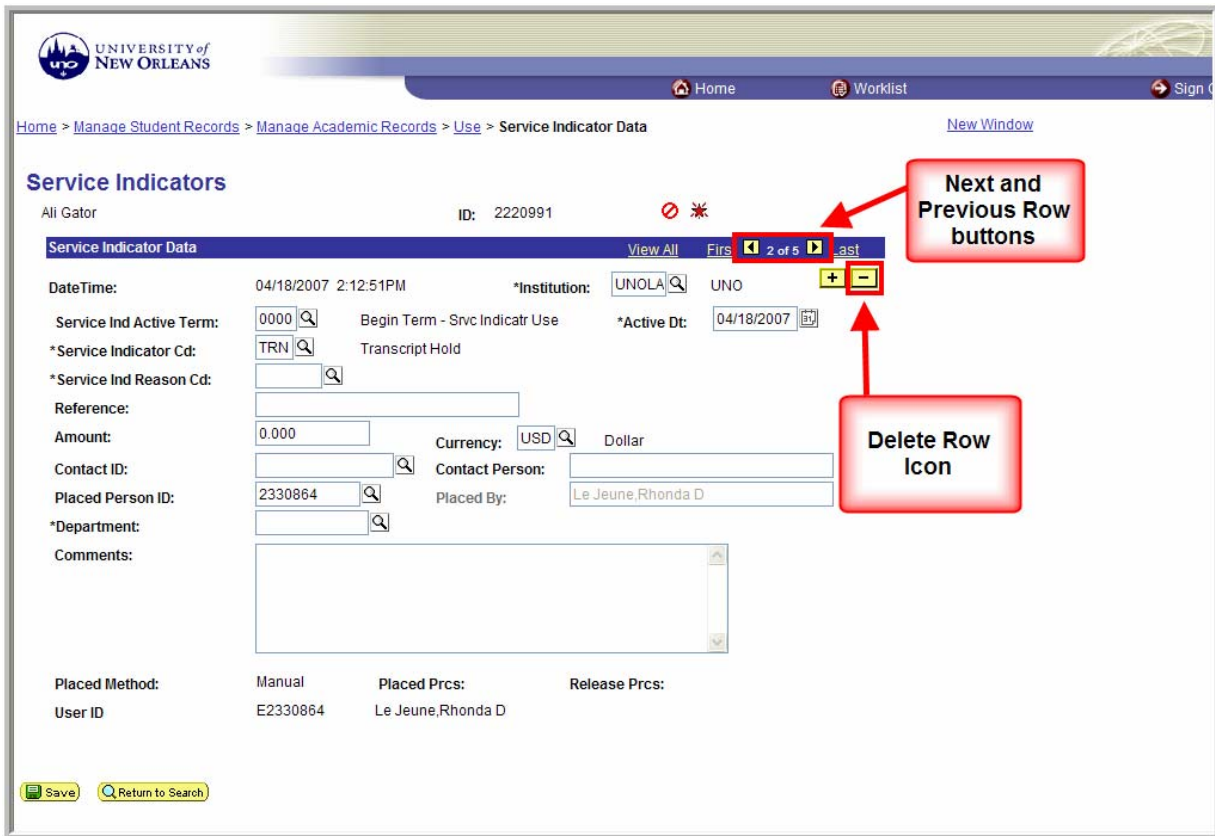
Service Indicator Code: Click the lookup button  by the Service Indicator Code and select the service indicator you wish to add. (Note: some fields will default, such as User ID and name; the Service Indicator Reason Code may default, depending on the Service Indicator Code entered.)

Contact ID/Name: If you would like to indicate a particular person that the student must see, enter the ID here. If you must search for the ID, select the lookup button  and click on the appropriate person's name.

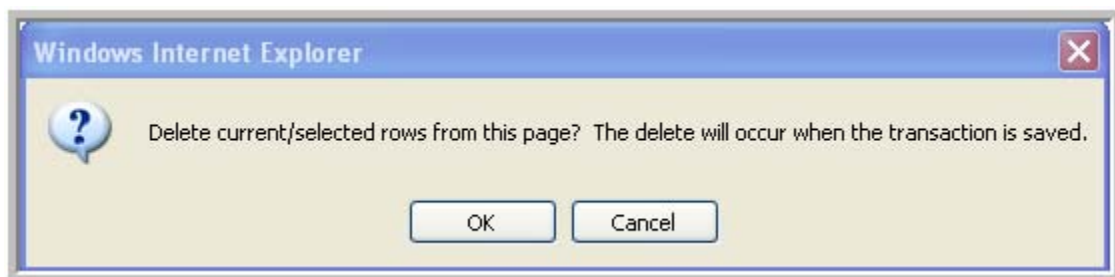
Click  .

To Delete a Service Indicator

If there is more than one Service Indicator for this student, use the **next and previous row buttons** to find the one you wish to delete.



Once you have located the Service Indicator you wish to delete, click the **delete row icon**. You will receive the following dialog box:



If you are sure you want to delete the Service Indicator, select **OK** and then click

