


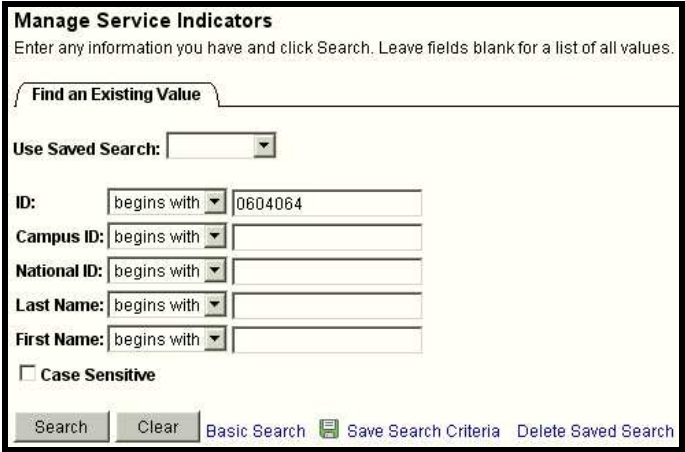
MANAGING SERVICE INDICATORS

Overview


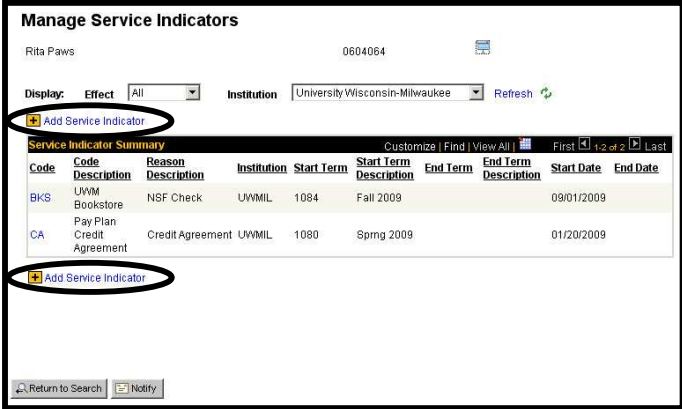
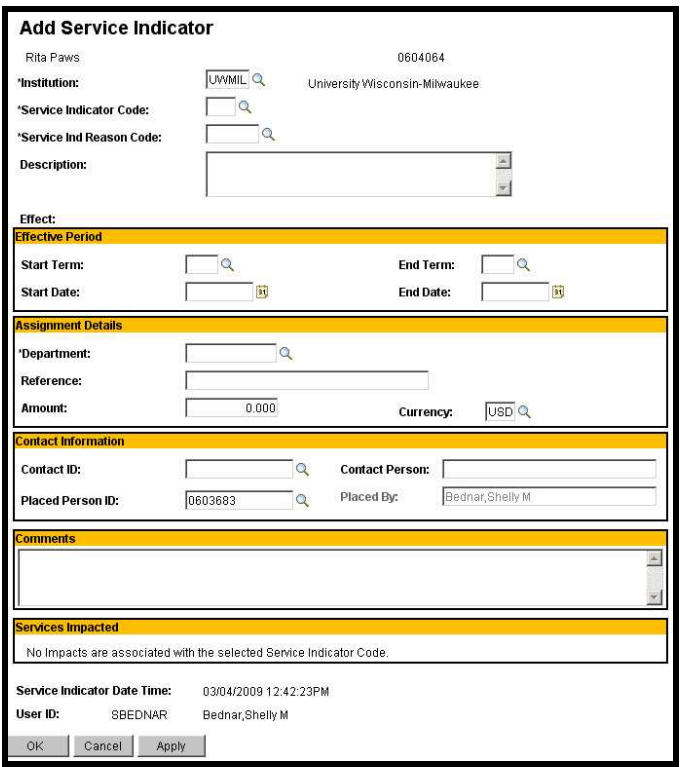
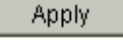
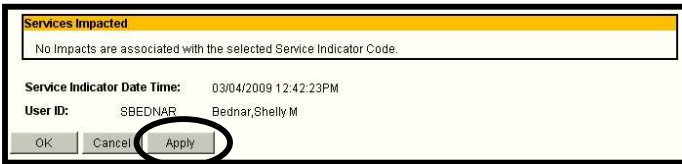
Service Indicators are used to identify special circumstances for students. We have both positive and negative Service Indicators that are used at UWM. A positive Service Indicator may be for "Payment Agreement" for tuition. And a negative Service Agreement may be for failure to return a book or for a non-sufficient fund check.

The following procedures will allow you to efficiently add or remove a Service Indicator on PAWS V9.0.

Add a Service Indicator

Step	Action	Result
1.	Navigate to: Campus Community > Service Indicators > Person > Manage Service Indicators	
2.	Search for Student.	



<p>3.</p>	<p>Select the  Add Service Indicator link.</p>	 <p>Manage Service Indicators</p> <p>Rita Paws 0604064</p> <p>Display: Effect All Institution: University Wisconsin-Milwaukee Refresh</p> <p>+ Add Service Indicator</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Code Description</th> <th>Reason Description</th> <th>Institution</th> <th>Start Term</th> <th>Start Term Description</th> <th>End Term</th> <th>End Term Description</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>BKS</td> <td>UWM Bookstore</td> <td>NSF Check</td> <td>UWMIL</td> <td>1084</td> <td>Fall 2009</td> <td></td> <td></td> <td>09/01/2009</td> <td></td> </tr> <tr> <td>CA</td> <td>Pay Plan Credit Agreement</td> <td>Credit Agreement</td> <td>UWMIL</td> <td>1080</td> <td>Spring 2009</td> <td></td> <td></td> <td>01/20/2009</td> <td></td> </tr> </tbody> </table> <p>+ Add Service Indicator</p> <p>Return to Search Notify</p>	Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date	BKS	UWM Bookstore	NSF Check	UWMIL	1084	Fall 2009			09/01/2009		CA	Pay Plan Credit Agreement	Credit Agreement	UWMIL	1080	Spring 2009			01/20/2009	
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<p>4.</p>	<p>Fill in the appropriate information.</p> <p>Typically, this includes:</p> <ul style="list-style-type: none"> • Service Indicator Code • Service Ind Reason Code • Start Term • Start Date 	 <p>Add Service Indicator</p> <p>Rita Paws 0604064</p> <p>*Institution: UWMIL University Wisconsin-Milwaukee</p> <p>*Service Indicator Code: []</p> <p>*Service Ind Reason Code: []</p> <p>Description: []</p> <p>Effect:</p> <p>Effective Period</p> <p>Start Term: [] End Term: []</p> <p>Start Date: [] End Date: []</p> <p>Assignment Details</p> <p>*Department: []</p> <p>Reference: []</p> <p>Amount: 0.000 Currency: USD</p> <p>Contact Information</p> <p>Contact ID: [] Contact Person: []</p> <p>Placed Person ID: 0603683 Placed By: Bednar, Shelly M</p> <p>Comments</p> <p>[]</p> <p>Services Impacted</p> <p>No Impacts are associated with the selected Service Indicator Code.</p> <p>Service Indicator Date Time: 03/04/2009 12:42:23PM</p> <p>User ID: SBEDNAR Bednar, Shelly M</p> <p>OK Cancel Apply</p>																														
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Filling in the Service Indicator Page:

In V9.0 Service Indicators have changed slightly. There are additional fields that were not available in previous versions of PAWS. Under the Effective Period, there are the following fields:

Field	Definition
Start Term	Service Indicator beginning on a specific term. This could be any given future term.
Start Date	Service Indicator beginning on a specific date. The date could be a current or future dated row.
End Term	Service Indicator ending at the end of a specific term. This could be any future term.
End Date	Service Indicator ending on a specific date. The date could be a current or future dated row.

Depending upon how the Service Indicator was set-up on the Service Indicator Table, these fields may or may not be needed. If a field is needed and is not filled in, the field will turn red when attempting to apply.

In most cases the following fields should be filled in on the Service Indicator page:

- Service Indicator Code
- Service Ind Reason Code
- Start Term
- Start Date

“End Term” and “End Date” are new in V9.0. These are optional fields that are not required, but would be useful if you want a Service Indicator to automatically expire as of a specific term or date.

See the next page for an example of a completed Service Indicator.



Service Indicator Details Page:

Edit Service Indicator

Rita Paws 0604064 Release

***Institution:** University Wisconsin-Milwaukee

***Service Indicator Code:** UWM Bookstore

***Service Ind Reason Code:** NSF Check

Description:

Effect: Negative

Effective Period

Start Term: Fall 2009 **End Term:**

Start Date: **End Date:**

Assignment Details

***Department:** UWM Bookstore

Reference:

Amount: **Currency:**

Contact Information

Contact ID: **Contact Person:**

Placed Person ID: **Placed By:**

Placed Method: Manual

Placed Process: **Release Process:**

Comments

Services Impacted


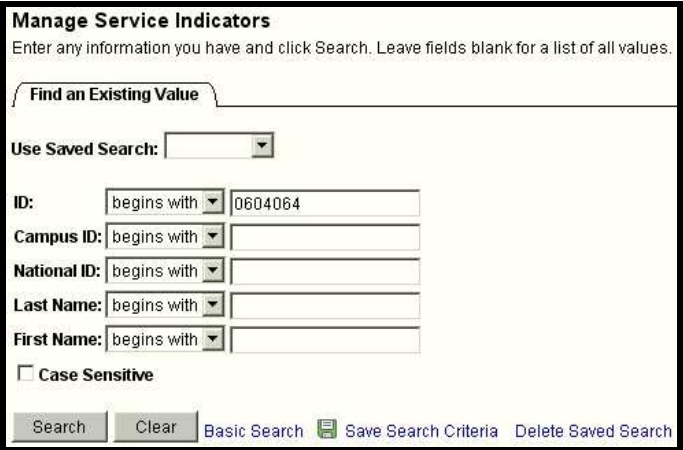
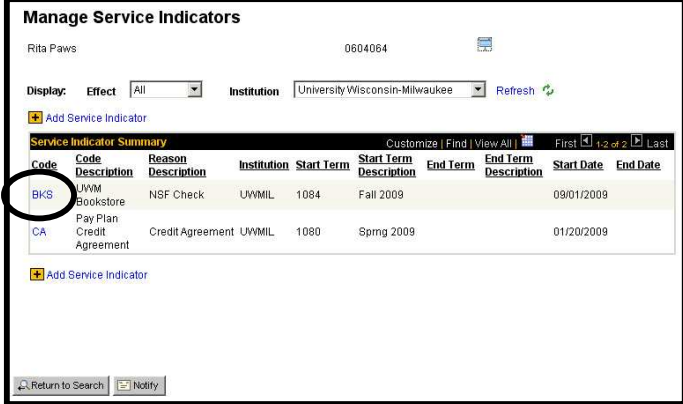
Impact	Description	Basis - Date	Basis - Term	Term Category
1 DIPL	Prohibit release of diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2 IENR	Restricts Initial Enrollment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3 NREF	Hold Refunds	<input type="checkbox"/>	<input type="checkbox"/>	

Service Indicator Date Time: 02/05/2009 8:11:08AM

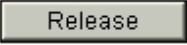
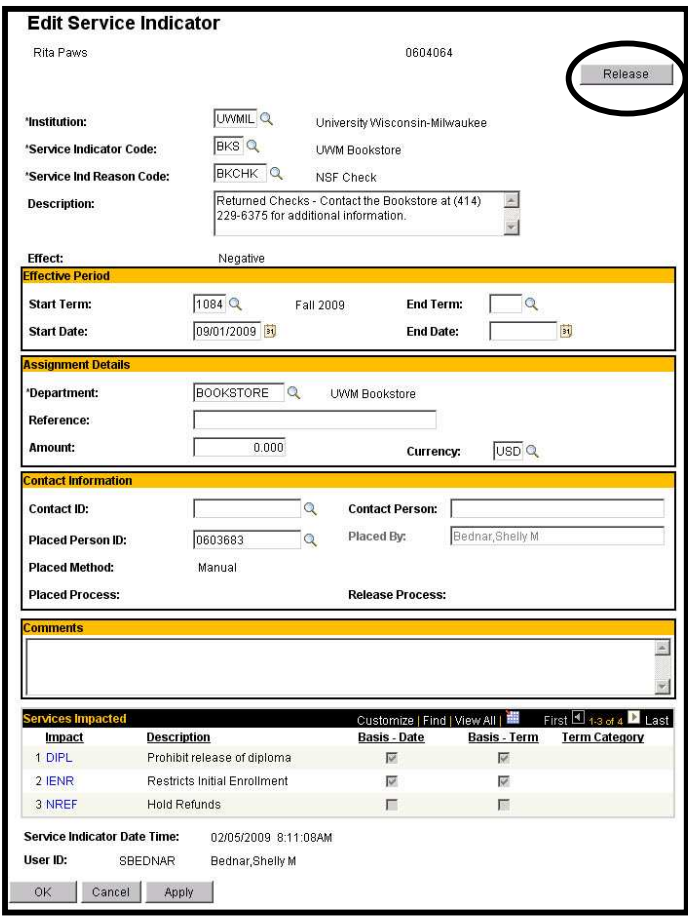
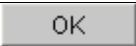
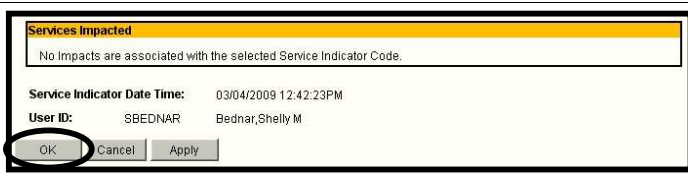
User ID: SBEDNAR Bednar, Shelly M



Release a Service Indicator

Step	Action	Result
1.	Navigate to: Campus Community > Service Indicators> Person> Manage Service Indicators	
2.	Search for Student.	
3.	Select the code on the left hand side for the Service Indicator to remove.	



<p>4.</p>	<p>Select  button.</p>	 <p>Edit Service Indicator Rita Paws 0604064</p> <p>Institution: UWML University Wisconsin-Milwaukee Service Indicator Code: BKS UWM Bookstore Service Ind Reason Code: BKCHK NSF Check Description: Returned Checks - Contact the Bookstore at (414) 229-6375 for additional information. Effect: Negative</p> <p>Effective Period Start Term: 1084 Fall 2009 End Term: Start Date: 09/01/2009 End Date: Assignment Details Department: BOOKSTORE UWM Bookstore Reference: Amount: 0.000 Currency: USD Contact Information Contact ID: Contact Person: Placed Person ID: 0603683 Placed By: Bednar, Shelly M Placed Method: Manual Release Process: Comments Services Impacted <table border="1"> <thead> <tr> <th>Impact</th> <th>Description</th> <th>Basis - Date</th> <th>Basis - Term</th> <th>Term Category</th> </tr> </thead> <tbody> <tr> <td>1 DIPL</td> <td>Prohibit release of diploma</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>2 IENR</td> <td>Restricts Initial Enrollment</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>3 NREF</td> <td>Hold Refunds</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> Service Indicator Date Time: 02/05/2009 8:11:08AM User ID: SBEDNAR Bednar, Shelly M <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>	Impact	Description	Basis - Date	Basis - Term	Term Category	1 DIPL	Prohibit release of diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2 IENR	Restricts Initial Enrollment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		3 NREF	Hold Refunds	<input type="checkbox"/>	<input type="checkbox"/>	
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