

Mass Assign Service Indicators

1. Create a text file list of emplIDs and name it **emplids.txt**. This can be done using Windows Accessories – Notepad.
First row is a header row.
EmplID
0999999
0888888
0777777
0666666
2. Navigation: Campus Community > Service Indicators (Student) > Mass Assign
Create a run control if one has not previously been made.
3. Choose Selection Tool = External File
4. Click Upload File button. Select the **emplids.txt** file that was created in step 1 and click the Upload button.
5. Choose File Mapping = SERVICEINDICATOR.
Data may be previewed by clicking on the Preview Selection Results link.
Check to make sure the leading 0's in the emplIDs have not been lost.
6. Complete the remainder of the run control for the service indicator information.

Home | Advisor | Home

Favorites | Main Menu > Campus Community > Service Indicators (Student) > Mass Assign [New Win](#)

Mass Assign

Run Control ID: dott [Report Manager](#) [Process Monitor](#) [Run](#)

Population Selection

Selection Tool: External File

Attached File: emplID.txt [Upload File](#) [Delete File](#) [View File](#)

File Mapping: SERVICEINDICATOR [Edit File Mapping](#) [Preview Selection Results](#)

Service Indicator Data

*Institution: Select Institution

*Service Indicator Code: ADV [?](#) Advisor Hold - General

*Reason: NENR [?](#) No enrollment, drops allowed Use System Date

Effective Period

Start Term: 1230 [?](#) 2012 Spring **End term or end dates are optional** End Term: [?](#)

Start Date: 02/03/2012 [?](#) End Date: [?](#)

Assignment Details

*Department: 12345 [?](#) Registration and Records

Reference:

Amount: 0.000 Currency Code: USD [?](#) Dollar

Contact Information

Contact ID: 0999888 [?](#) Contact Person: Contact Person Name

Placed Person ID: 0656565 [?](#) Placed By: Hold placed by name

Comments

Comments may be entered here

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