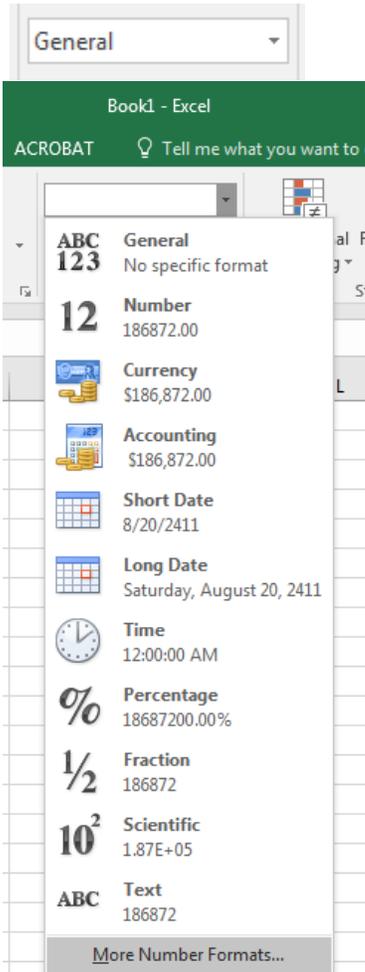


Mass Assign Service Indicators

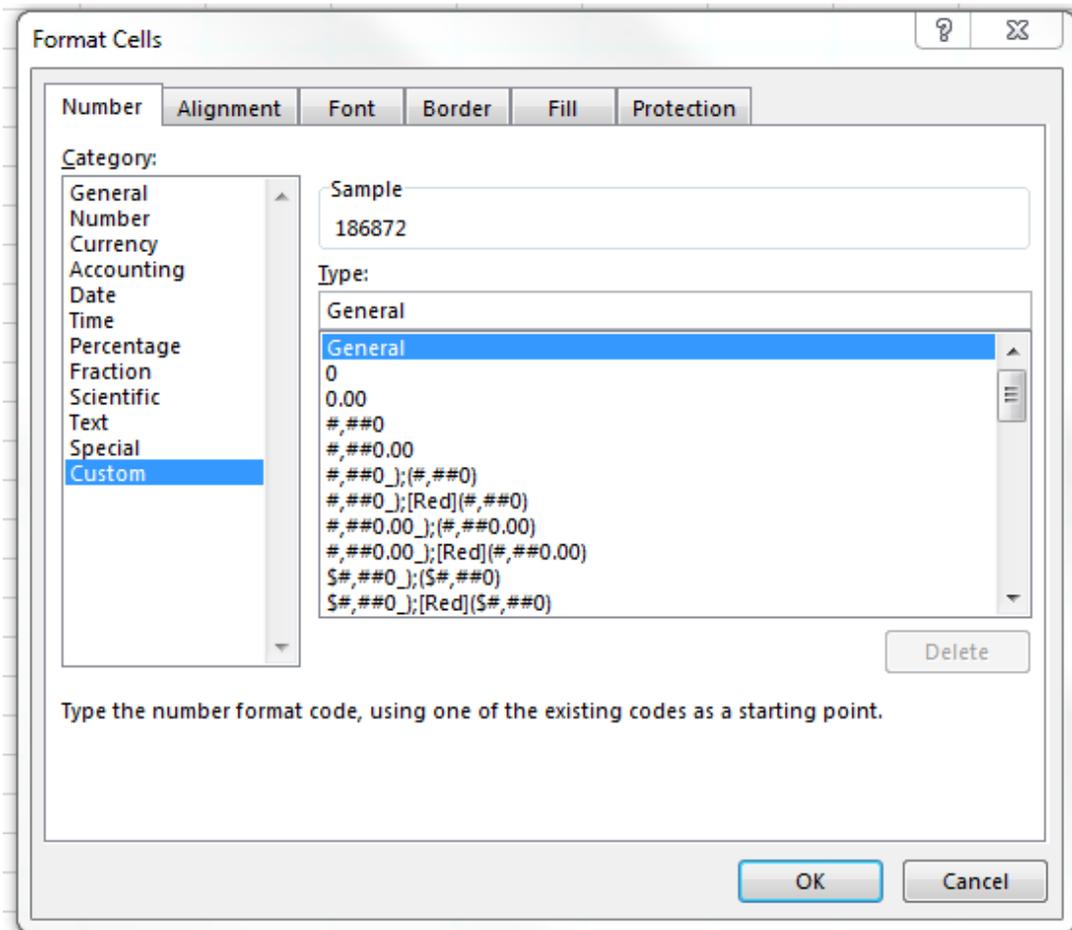
1. Prepare your file.
 - a. Your file must be saved in csv format and must contain the preceding 0.
 - b. To add the 0, highlight the ID numbers.

A
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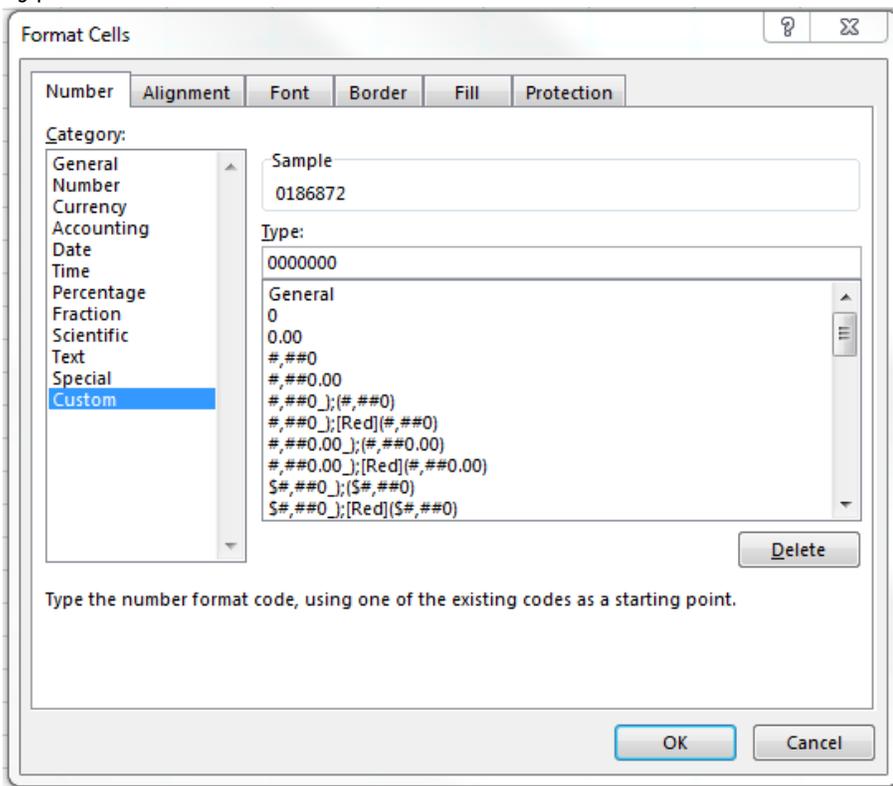
- c. Choose “More Number Formats...” in General dropdown box.



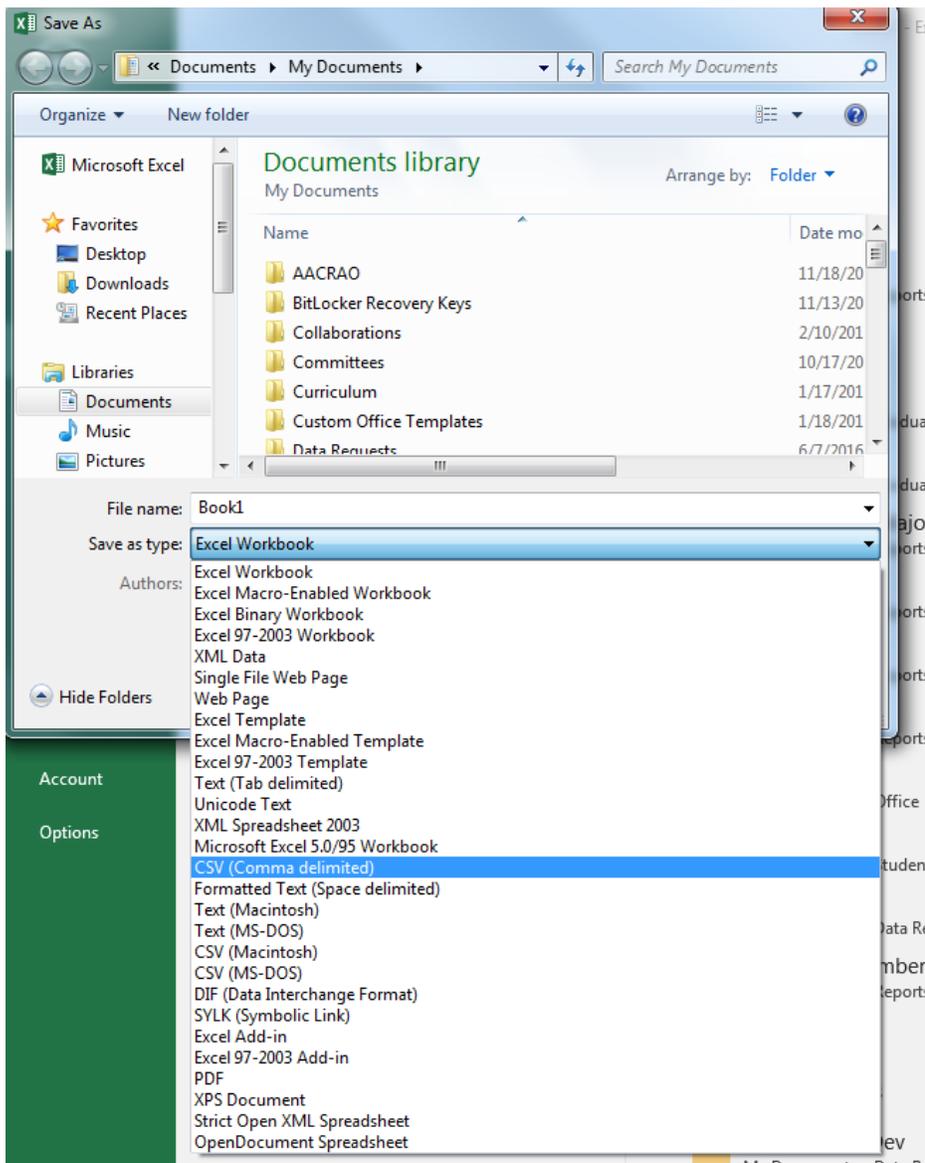
- d. In the dialog box, click on Custom.



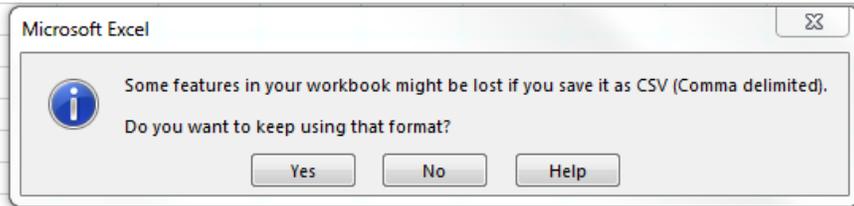
e. Type seven 0s in the box with the word General in it.



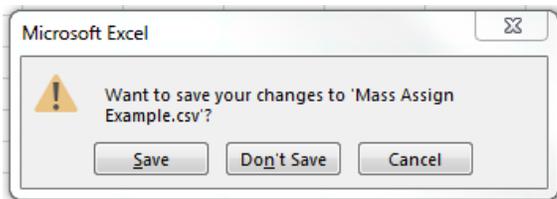
f. Save your file as a csv (Comma delimited) document.



g. Click Yes button in the dialog box.



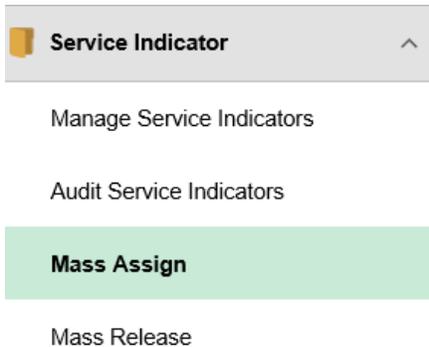
h. Close document. Then click the Don't Save button.



2. Log in to Campus Connection.
3. Click on the Campus Community tile.



4. In the left menu, then choose Service Indicators and then Mass Assign.



5. The first time, create a Run Control ID.

6. Click the Add a New Value tab.

Mass Assign

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

7. Type in new Run Control ID and click Add button (for example: rebecca.ringham).

8. Once created, click Search button to see available Run Control IDs.

Mass Assign

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

Search Results

View All First 1-2 of 2 Last

Run Control ID
Mass_Assign_RP
Mass_Release_RP

[Find an Existing Value](#) | [Add a New Value](#)

9. Click on your Run Control ID.
10. Enter data:
 - a. Choose 'External File' under Selection Tool.
 - b. Upload file using "Upload File" button (this must be in .csv format).
 - c. Choose 'SERVICEINDICATOR' under File Mapping.
 - d. Choose 'Minot State University' under Institution.
 - e. Choose the Service Indicator Code and Reason for the hold you would like released.
 - f. Choose Start Term and Start Date. Normally, this is the subsequent term, so if placing holds during spring 2021, the start term should be 2140 for summer 2021.
 - g. Choose End Term and End Date if you would like a specific time the hold should be released.
 - h. Enter the Contact ID and any comments.

Mass Assign

Run Control ID Mass_Assign_RP

[Report Manager](#) [Process Monitor](#)

Run

Population Selection

Selection Tool

Attached File 1810_to_TA_3-17-17.csv

File Mapping

Service Indicator Data

*Institution

*Service Indicator Code

*Reason Use System Date

Effective Period

Start Term End Term

Start Date

Assignment Details

*Department

Reference

Amount Currency Code

Contact Information

Contact ID

Placed Person ID

Comments

11. Click Run button at the top of the page.

12. On the next screen, click the Ok button.

Process Scheduler Request

User ID rebecca.ringham

Run Control ID Mass_Assign_RP

Server Name Run Date

Recurrence Run Time

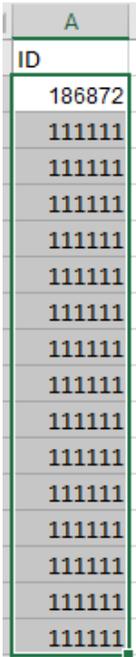
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SCC_SI_ASSN	SCC_SI_ASSN	Application Engine	Web <input type="button" value="v"/>	TXT <input type="button" value="v"/>	Distribution

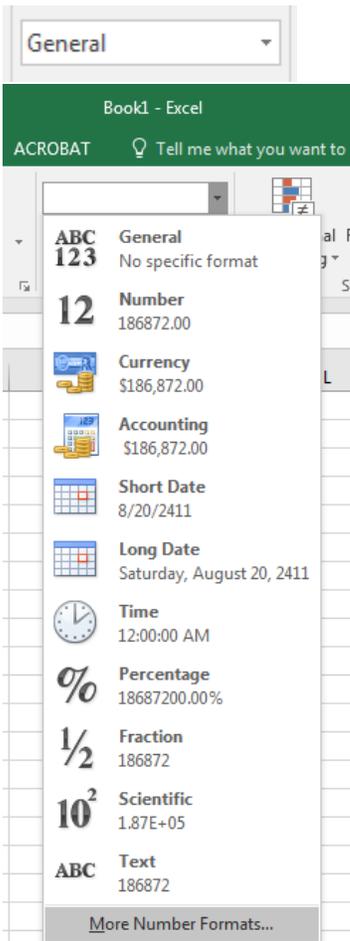
To Mass Release Service Indicators

1. Prepare your file.
 - a. Your file must be saved in csv format and must contain the preceding 0.
 - b. To add the 0, highlight the ID numbers.

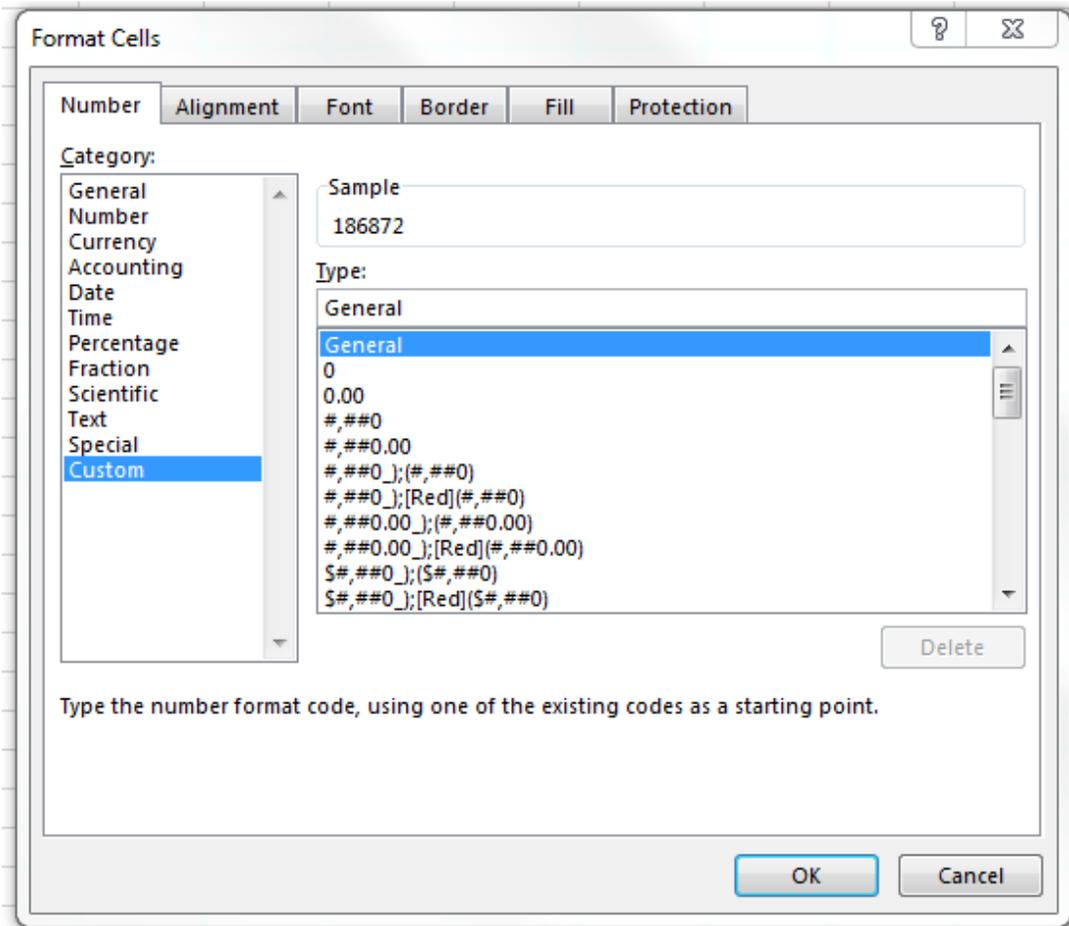


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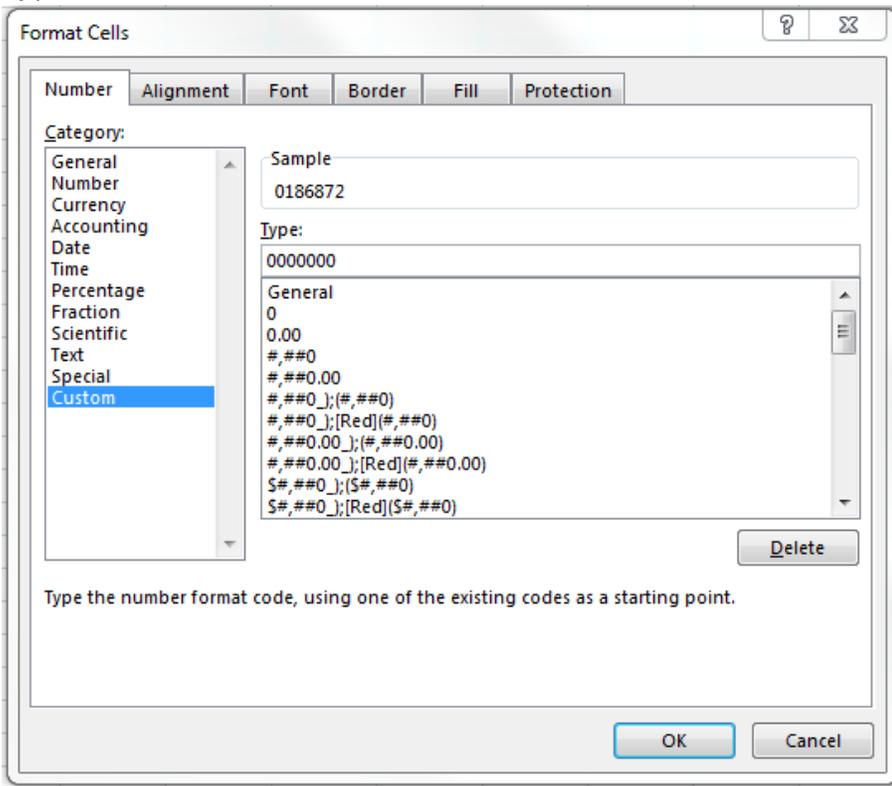
- c. Choose “More Number Formats...” in General dropdown box.



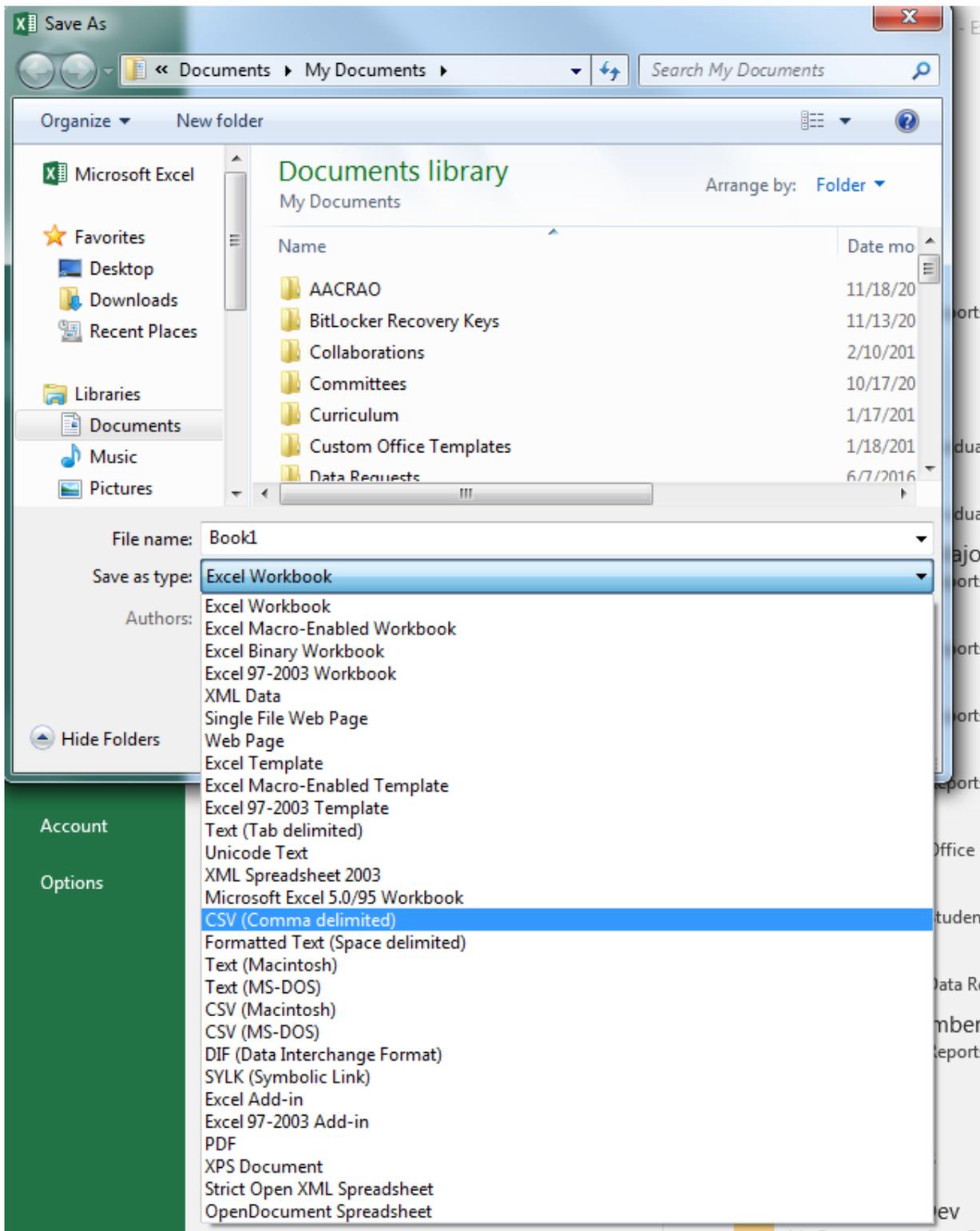
- d. In the dialog box, click on Custom.



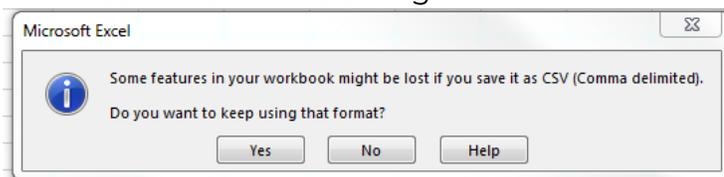
- e. Type seven Os in the box with the word General in it.



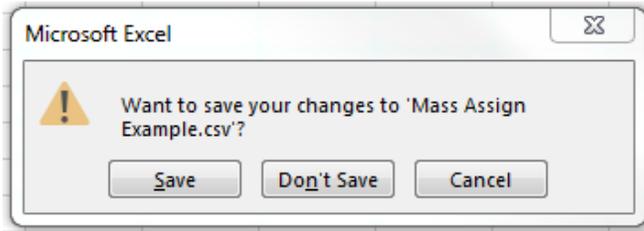
- f. Save your file as a csv (Comma delimited) document.



g. Click Yes button in the dialog box.



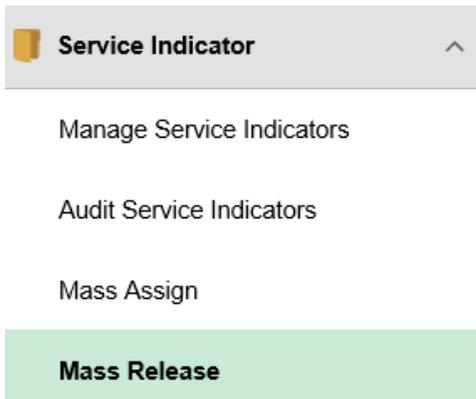
h. Close document. Then click the Don't Save button.



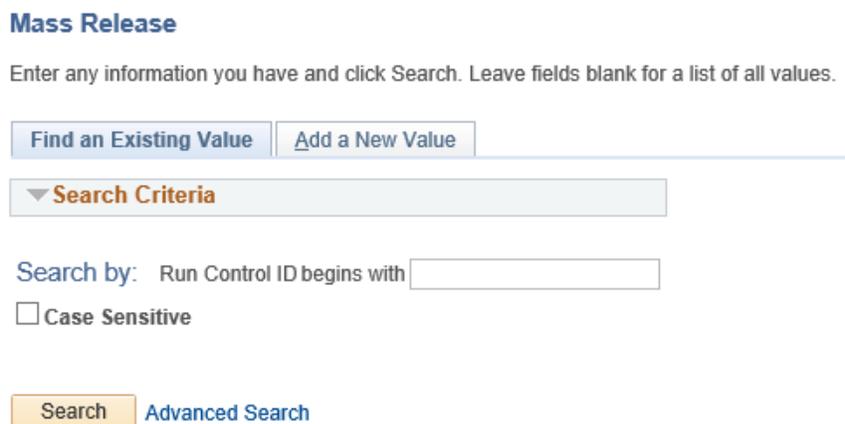
2. Log in to Campus Connection.
3. Click on the Campus Community tile.



4. In the left menu, then choose Service Indicators and then Mass Release.



5. The first time, create a Run Control ID.
6. Click the Add a New Value tab.



[Find an Existing Value](#) | [Add a New Value](#)

1. Type in new Run Control ID and click Add button (for example: rebecca.ringham).
2. Once created, click Search button to see available Run Control IDs.
3. Enter data:
 - a. Choose 'External File' under Selection Tool.

- b. Upload file using "Upload File" button (this must be in .csv format).
- c. Choose 'SERVICEINDICATOR' under File Mapping.
- d. Choose 'Minot State University' under Institution.
- e. Choose the Service Indicator Code and Reason for the hold you would like released.

Mass Release

Run Control ID Mass_Release_RP Report Manager Process Monitor **Run**

Population Selection

Selection Tool: External File

Attached File: ATH_Hold_10-30-18.csv Upload File Delete File View File

File Mapping: SERVICEINDICATOR Preview Selection Results

Service Indicator Data

*Institution: Minot State University

*Service Indicator Code: ATH

*Reason: CENR Prevents all Enrollment

Effective Period

Start Term: End Term: Start Date: End Date:

Save Return to Search Previous in List Next in List Add

- 4. Click "Run" button.
- 5. On the next screen, click "Ok" button.

Process Scheduler Request

User ID rebecca.ringham Run Control ID Mass_Release_RP

Server Name: [dropdown] Run Date: 02/17/2021 Recurrence: [input] Run Time: 12:37:17PM Reset to Current Date/Time

Time Zone: [input]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SCC_SI_RELS	SCC_SI_RELS	Application Engine	Web	TXT	Distribution

OK Cancel