- 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.

А	
ID	
186872	
111111	
111111	
111111	_
111111	_
111111	_
111111	_
111111	
111111	_
111111	_
111111	_
111111	_
111111	_
111111	_
111111	_
111111	-

c. Choose "More Number Formats..." in General dropdown box.



d. In the dialog box, click on Custom.

Alignment
ategory: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special 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.



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 Ex	isting Value Add a New Value
Search	Criteria
Search by:	Run Control ID begins with
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

- 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 External File	
Attached File 1810_to_TA_3-17-17.csv Upload File Delete File	View File
File Mapping SERVICEINDICATOR	n Results
Service Indicator Data	
*Institution Minot State University	
*Service Indicator Code SMP C Early Entry Student	
*Reason CENR Q Prevents all Enrollment Use System Date	
Effective Period	
Start Term 2140 Q 2021 Summer End Term Q	
Start Date 03/01/2021 3	
Assignment Details	
*Department 2140 Q Records	
Reference	
Amount 0.000 Currency Code USD Q Dollar	
Contact Information	
Diagod Percon ID 0196972	
Placed By Poner, Rebecca L	
Comments	
Save Creater to Search The Previous in List In Next in List	📑 Add 🖉 Update/Display

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					
5	Server Name Recurrence Time Zone		F	tun Dat Kun Dat Tim	e 02/17/2021 n 12:25:37PM e	। Re	set to Current I	Date/Time	
Proce	ss List								
Select	Description		Process Name	•	Process Type	*Type	*Format	Distribution	
\checkmark	SCC_SI_AS	SN	SCC_SI_ASS	N	Application Engine	Web	✓ TXT	✓ Distribution	

OK Cancel

- 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.

А	
ID	
186872	
111111	
111111	
111111	
111111	
111111	
111111	_
111111	_
111111	_
111111	_
111111	_
111111	
111111	_
111111	_
111111	_
111111	

c. Choose "More Number Formats..." in General dropdown box.



d. In the dialog box, click on Custom.

Category:	
Number 186872 Currency Accounting Date Type: General General Percentage General Fraction 0 Scientific 0 Text ###0_;(#,##0) Special ###0_;(#,##0) Custom #,##0.00_;(#,##0.00) #,##0_0;(#,##0.00);(#,##0.00) \$#,##0_0;(\$#,##0.00) \$#,##0_0;(\$#,##0];(\$#,##0) \$#,##0_0;(\$#,##0]	Delete

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

Format Cells	;							ନ୍ତ	23
Number	Alignmen	t	Font Border Fill Protection						
<u>Category</u> :									
General Number Currency Accounti Date Time Percenta Fraction Scientific Text Special Custom	ng ge	*	Sample 018687 Type: 0000000 General 0 0,00 #,##0_0; #,##0_0; #,##0_0; \$#,##0_0 \$#,##0_0;	2 (#,##0) [Red](#,## 0_);(#,##0.!);[Red](#, ;[S#,##0));[Red](S#;	0) 00) ##0.00)				4 III >
Type the r	number forr		code, usir	ng one of t	the existing) codes as a s	starting point.	<u>D</u> ele	te
						(ОК	Ca	ncel

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



g. Click Yes button in the dialog box.

Microsoft	Excel	23
	Some features in your workbook might be lost if you save it as CSV (Comma delim Do you want to keep using that format?	nited).
	Yes No Help	

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

Microsoft	t Excel	X
1	Want to save your changes to 'Mass Assign Example.csv'?	
(Save Do <u>n</u> 't Save Cancel]

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

Campus Community	

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



Mass Assign

Mass Release

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

Mass Release

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
Search Advanced Search

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 Q						
*Reason CENR Q Prevents all Er	nrollment					
Effective Period						
Start Term		End Term	Q			
Start Date	End Date	BI				
Save 💽 Return to Search 👘 Previous in List 4 Next in List	st				📑 Add	

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

Process Scheduler Request

	User ID	r ID rebecca.ringham			Run Control ID Mass_Release_RP						
5	Gerver Name		~	Run	Date	02/17/2021	31				
	Recurrence			Q	Run	12:37:17PM		Reset	to Current	Dat	e/Time
	Time Zone	Q			Time						
Proce	ss List										
Select	Description		Process Nat	me	1	Process Type	*Тур	e	*Format		Distribution
\checkmark	SCC_SI_RE	LS	SCC_SI_R	ELS	,	Application Engine	We	b 🗸	TXT	~	Distribution

