eSIS Documentation – Service Indicator

Adding Hold

Navigation – Main Menu > Campus Community > Service Indicators > Person > Manage Service Indicators
Manage Service Indicators

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

**Find an Existing Value**

**Search Criteria**

<table>
<thead>
<tr>
<th>Field</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Campus ID</td>
<td>begins with</td>
</tr>
<tr>
<td>National ID</td>
<td>begins with</td>
</tr>
<tr>
<td>Last Name</td>
<td>begins with</td>
</tr>
<tr>
<td>First Name</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Enter the W# of the student

Search  Clear  Basic Search  Save Search Criteria
### Manage Service Indicators

#### Display: Effect All

**Institution:** Univ of Wisconsin-River Falls

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**Service Indicator Summary**

<table>
<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>BFS</td>
<td>Fee Payment Agreement Received</td>
<td>Fee Payment Agreement Received</td>
<td>UWRVF</td>
<td>1156</td>
<td>Spr 14-15</td>
<td></td>
<td></td>
<td>03/28/2015</td>
<td></td>
</tr>
<tr>
<td>XCF</td>
<td>Campus Community FERPA Release</td>
<td>FERPA Release All Financial</td>
<td>UWRVF</td>
<td>0000</td>
<td>No Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Add Service Indicator**

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[Click on Add Service Indicator]
Add Service Indicator

1. Institution: Univ of Wisconsin-River Falls
2. Service Indicator Code: [Enter Code]
3. Service Ind Reason Code: [Enter Code]
4. Description: [Enter Description]

Effect:
Effective Period
- Start Term: [Select Term]
- End Term: [Select Term]
- Start Date: [Select Date]
- End Date: [Select Date]

Assignment Details
- Department: [Enter Department]
- Reference: [Enter Reference]
- Amount: [Enter Amount]
- Currency: [Select Currency]

Contact Information
- Contact ID: [Enter ID]
- Contact Person: [Enter Person]
- Placed Person ID: [Enter ID]
- Placed By: [Enter Person]

Comments:
[Enter Comments]

Services Impacted
No Impacts are associated with the selected Service Indicator Code.

Service Indicator Date Time: 12/16/2015 10:14:34AM

This is where you will enter the Service Indicator Code and Reason Code, also the date on when the hold starts.
These are the impacts of this hold.

<table>
<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 AENR</td>
<td>No Enrollment Drops Allowed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 TRAN</td>
<td>No Transcript Release</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Service Indicator Date Time: 12/16/2015 10:14:34AM
Your Holds

Hold Item

Campus Information Desk

Reason and Contact

Description: No Term
Start Term
Start Date: 12/16/2015
Reason: Overdue Laptop/Go-Pros
Department: Student Services
Contact:

Instructions

Return Laptop/Go-Pros. Contact Campus Information Desk @425-4444
Removing Hold

Navigation – Main Menu > Campus Community > Service Indicators > Person > Manage Service Indicators

You will follow the same navigation to remove the hold.
## Manage Service Indicators

### Service Indicator Summary

<table>
<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>BPS</td>
<td>Fee Payment Agreement Received</td>
<td>Fee Payment Agreement Received</td>
<td>UWRVF</td>
<td>1156</td>
<td>Spr 14-15</td>
<td></td>
<td></td>
<td>03/28/2015</td>
<td></td>
</tr>
<tr>
<td>SCI</td>
<td>FERPA Release</td>
<td>Overdue Laptop/Go-Pros</td>
<td>UWRVF</td>
<td>0000</td>
<td>No Term</td>
<td></td>
<td></td>
<td>12/16/2015</td>
<td></td>
</tr>
<tr>
<td>XCF</td>
<td>Calling Community</td>
<td>FERPA Release All Financial</td>
<td>UWRVF</td>
<td>0000</td>
<td>No Term</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Instructions
- **Click on the SCI Service Indicator**
Edit Service Indicator

<table>
<thead>
<tr>
<th>Institution:</th>
<th>UWRF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Indicator Code:</td>
<td>SQ</td>
</tr>
<tr>
<td>Service Ind Reason Code:</td>
<td>LBBC</td>
</tr>
<tr>
<td>Description:</td>
<td>Return Laptop/Ge-Pros. Contact Campus Information Desk @ 425-4444</td>
</tr>
</tbody>
</table>

**Effective Period**

- Start Term: 0000
- Start Date: 12/16/2015
- End Term: No Term
- End Date: 12/16/2015

**Assignment Details**

- Department: STU SERVS
- Reference: User Services
- Amount: 0.00
- Currency: USD

**Contact Information**

- Contact ID: __________
- Contact Person: __________
- Placed Person ID: 1063108
- Placed By: Mayr, Jean M
- Placed Method: Manual

Click the Release button and the hold will be removed.