

Adding Person Service Indicators in Batch & Processing the File

Overview

This process will show how to add service indicators to students' records using a batch process.

Steps

Formatting the Students' Information

NOTE: All values in all fields should be entered in capital (upper case) letters.

1. Necessary information for a Service Indicator Batch Process:
 - **University IDs**
 - **Institution and Department**
 - Relevant **Start Term** and/or **Start Date**; Term will default to 0000 if left blank, Date will default to system date if left blank.
 - **Service Indicator Type** (N, Y)
 - **Service Indicator** (V01, V03, etc) and corresponding **Reason Code** (UAADV, etc).
 - **Operator ID** (i.e. JJWEBB) to be associated with the batch file.
2. Select the input file (*Service Indicator Batch Load Template*) from <http://ses.indiana.edu/studentInfoSystems/batchProc/>, and save a copy for yourself.

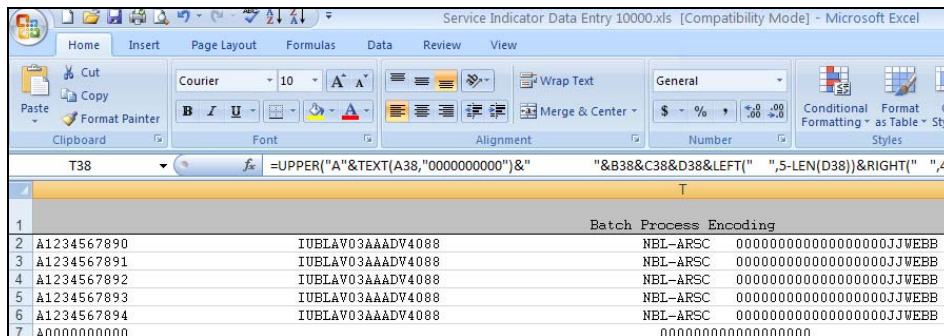
	A	B	C	D	E	F	G	H
	University ID #	Institution Code	Service Ind. Code	Service Ind. Reason Code	Dept. ID	Service Ind. Type	Start Term	Service Indicator Start Date
1	1234567890	IUUBLA	V03	AAADV	BL-ARSC	N	4088	
2	1234567891	IUUBLA	V03	AAADV	BL-ARSC	N	4088	
3	1234567892	IUUBLA	V03	AAADV	BL-ARSC	N	4088	
4	1234567893	IUUBLA	V03	AAADV	BL-ARSC	N	4088	
5	1234567894	IUUBLA	V03	AAADV	BL-ARSC	N	4088	
6								
7								

3. In the spreadsheet, insert the list of **University IDs** in Column A, with the first **ID** in cell A2. Sort this list *numerically*.
4. Select the appropriate **Institution Code** (cell B2) from the drop-down menu. Carry value down the column.
5. Select and verify the appropriate **Service Indicator Code** (cell C2) from the drop-down menu. Carry value down the column. If multiple SI Codes are needed, carry **Service Indicator Code** down column C and choose a new value(s) from the drop down menu as appropriate. Move text box if necessary.
6. Select and verify the appropriate **Service Indicator Reason Code** (cell D2) from the drop-down menu. Carry value down the column unless there are multiple Service Indicator Reason Codes throughout the file. In this case, carry **Service Indicator Reason Code** down column D and

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choose a new value(s) from the drop down menu as appropriate. Move text box if necessary.

7. Select **Dept. ID** (cell E2) and **Service Indicator Type** (cell F2) from the drop-down menus. Carry values down the column.
8. Optional: Select and verify the appropriate **Start Term** (cell G2) from the drop-down menu. Carry the value down the column. Start Term will default to 0000 if left blank.
9. Optional: Enter **Service Indicator Start Date** (cell H2) in a MM-DD-YYYY format. Carry value down the column. Value will default to current (system) date if left blank.
10. Optional: Select and verify the appropriate **End Term** (cell I2) from the drop-down menu. Carry the value down the column. No value will default if left blank.
11. Optional: Enter **Service Indicator End Date** (cell J2) in a MM-DD-YYYY format. Carry value down the column. No value will default if left blank.
12. If applicable (Student Financials), match appropriate **Amount** value for each student beginning in cell K2.
13. Required: Enter alpha-value **Operator ID** (cell L2). Operator ID should be identical to Username (i.e., JJWEBB). Carry value down the column.
14. Optional: Enter informational notes in the **Reference** column beginning in cell M2. Field length is 30 characters (including spaces and punctuation).
15. Optional: Enter informational notes in the **Comments** column beginning in cell N2. Field length is 250 characters (including spaces and punctuation).
16. **Column T** should auto-fill with the information selected.



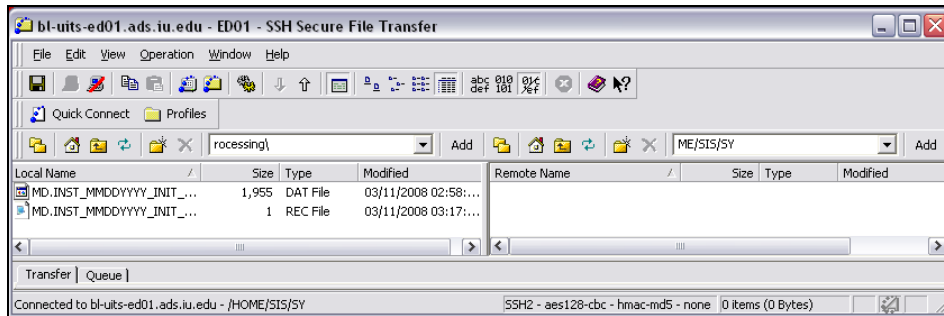
	T
1	Batch Process Encoding
2	A1234567890 IUELAV03AAADV4088 NBL-ARSC 00000000000000000000JJWEBB
3	A1234567891 IUELAV03AAADV4088 NBL-ARSC 00000000000000000000JJWEBB
4	A1234567892 IUELAV03AAADV4088 NBL-ARSC 00000000000000000000JJWEBB
5	A1234567893 IUELAV03AAADV4088 NBL-ARSC 00000000000000000000JJWEBB
6	A1234567894 IUELAV03AAADV4088 NBL-ARSC 00000000000000000000JJWEBB
7	A0000000000 00000000000000000000


Creating the Files for Batch Processing

1. Open a new file in Notepad.
2. Select and copy all of the cells in **Column T** that contain correct Student IDs.
3. Paste this information into **Notepad**, and ensure that there is only one empty line at the bottom of the list.

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3. After entering your password, navigate on the left-hand side of the screen to the folder where you have saved the new files.
4. On the right-hand side of the screen, navigate to the **/HOME/SIS/SY** folder.
5. Drag the **.dat** and **.rec** files from the left-hand side of the screen to the right-hand side of the screen.



6. Press the  button to disconnect. The batch process will run overnight.