

Viewing the Service Indicator Audit History

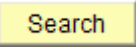
Overview

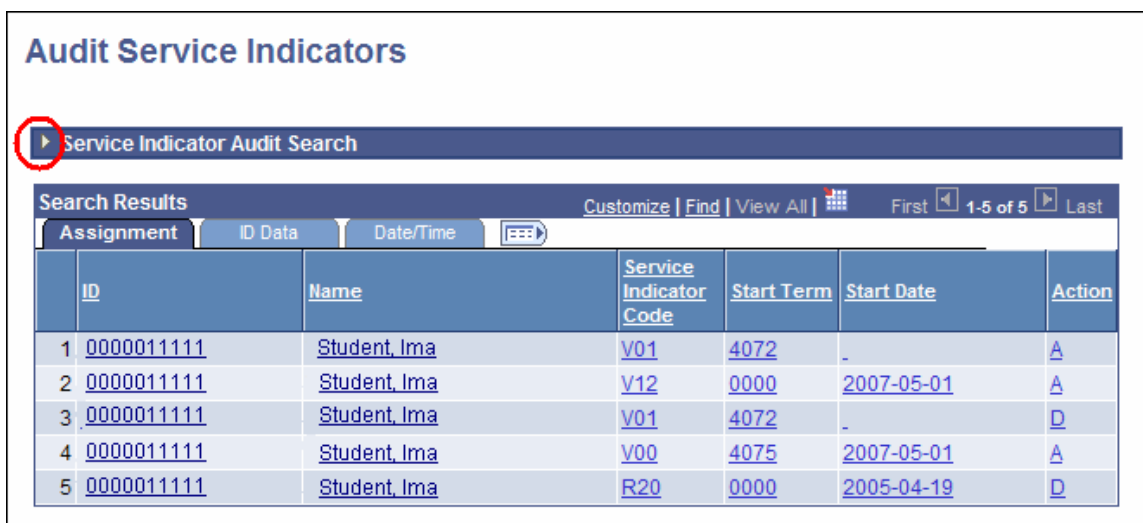
This process will allow you to view an individual's service indicator history, including the date and time when a service indicator was added, changed or deleted and the ID of the person who added, changed or deleted it.

- You can review the Service Indicator history from the *Audit Service Indicators* page. A staff person may need to view the *Audit Service Indicators* page if they need to know specific details of this Service Indicator. This page can be used for troubleshooting when trying to determine the sequence of events concerning a student's holds, both positive and negative.
- Because there is only one navigation path for viewing the audit page, you must have appropriate security setup by your campus data manager to view this page.

Steps


Service Indicator Audit

1. Navigate to: **Campus Community > Service Indicators (Student) > Audit Service Indicators** or **Campus Community > Service Indicators > Person > Audit Service Indicators**.
2. Enter the student's **ID** or **Last Name** and **First Name**. Use the additional parameters to reduce the rows returned. For example, enter V01 to look for probation service indicators.
3. Click .
4. The *Audit Service Indicators* page will be displayed. There are three tabs on this page: *Assignment*, *ID Data* and *Date/Time*.



The screenshot shows the 'Audit Service Indicators' page. At the top, there is a search bar labeled 'Service Indicator Audit Search' with a magnifying glass icon. Below the search bar, there are tabs for 'Assignment', 'ID Data', and 'Date/Time'. The 'Assignment' tab is selected. The search results are displayed in a table with the following columns: ID, Name, Service Indicator Code, Start Term, Start Date, and Action. The results show five entries for a student named Ima.

ID	Name	Service Indicator Code	Start Term	Start Date	Action
1 0000011111	Student, Ima	V01	4072	-	A
2 0000011111	Student, Ima	V12	0000	2007-05-01	A
3 0000011111	Student, Ima	V01	4072	-	D
4 0000011111	Student, Ima	V00	4075	2007-05-01	A
5 0000011111	Student, Ima	R20	0000	2005-04-19	D

NOTE: To expand the page to see the search screen and **Search Results** at the same time, click  in the **Service Indicator Audit Search** bar ([Service Indicator Audit Search](#)).

Viewing the Service Indicator Audit History

Audit Service Indicators

Service Indicator Audit Search

Search Reset

ID:

Last Name: First Name:

National ID: Campus ID:

Service Indicator Code:

Reason:

Institution:

Start Term: End Term:

Start Date: End Date:

Department:

Assigned By:

Placed Process: Release Process:

User ID:

Service Indicator Date: Service Indicator Time:

Audit Date: Audit Time:

Action:

Search Results Customize | Find | View All | First Last

Assignment ID Data Date/Time

ID	Name	Service Indicator Code	Start Term	Start Date	Action
1 0000011111	Student, Ima	V01	4072	-	A
2 0000011111	Student, Ima	V12	0000	2007-05-01	A
3 0000011111	Student, Ima	V01	4072	-	D
4 0000011111	Student, Ima	V00	4075	2007-05-01	A
5 0000011111	Student, Ima	R20	0000	2005-04-19	D

NOTE:

To expand all tabs and see all the fields on one page, click .

- On the *Assignment* tab, it will list the student's **ID** and **Name**, along with the **Service Indicator Code**, the **Start Term**, **Start Date** and the **Action**. The **Action** field indicates the type of action performed by the user. Valid values include: **Add (A)**, **Change (C)** and **Delete (D)**.
- On the *ID Data* tab, it lists more information about the student. The following fields will be displayed: student **ID**, **Name**, **Birthdate**, **Campus ID**, **National ID** and **NID Country** code.

Viewing the Service Indicator Audit History

Audit Service Indicators

▶ Service Indicator Audit Search

Search Results Customize | Find | View All | [Grid Icon] First ◀ 1-5 of 5 ▶ Last

Assignment **ID Data** Date/Time [Filter Icon]

	ID	Name	Birthdate	Campus ID	National ID	NID Country
1	0000011111	Student, Ima	05/25	-	*****5739	USA
2	0000011111	Student, Ima	05/25	-	*****5739	USA
3	0000011111	Student, Ima	05/25	-	*****5739	USA
4	0000011111	Student, Ima	05/25	-	*****5739	USA
5	0000011111	Student, Ima	05/25	-	*****5739	USA

- On the *Date/Time* tab, it lists information about when the service indicator was assigned or updated and who added, changed or deleted the service indicator on the student's record/account. The following fields will be displayed: student ID, User ID (person who added/changed/deleted the service indicator), Service Indicator Date Time and Audit Date Time.

Audit Service Indicators

▶ Service Indicator Audit Search

Search Results Customize | Find | View All | [Grid Icon] First ◀ 1-5 of 5 ▶ Last

Assignment ID Data **Date/Time** [Filter Icon]

	ID	User ID	Service Indicator Date Time	Audit Date Time
1	0000011111	CLBOYD	2007-06-07-07.16.20.000000	2007-06-07-07.19.17.000000
2	0000011111	CLBOYD	2007-06-07-07.20.02.000000	2007-06-07-07.23.08.000000
3	0000011111	CLBOYD	2007-06-07-07.16.20.000000	2007-06-28-14.20.48.000000
4	0000011111	CLBOYD	2007-08-16-05.06.07.000000	2007-08-16-05.08.36.000000
5	0000011111	CLBOYD	2005-04-19-22.37.19.000000	2007-09-19-10.33.46.000000

- To sort by any field, click the underlined title of the field (for example **Service Indicator Date Time**).
- To expand the page to see the search screen and **Search Results** at the same time, click ▶ in the **Service Indicator Audit Search** bar (**Service Indicator Audit Search**). Click **Reset** to clear the data fields from the search form so you can enter data for a new search.