

SERVICE INDICATORS

- Use service indicators to provide or limit access to services at your institution for an individual. Service indicators can be holds to prevent an individual from receiving certain services, or positive indicators to designate special services to be provided.
- Service indicators consist of one or more impact values that identify the types of specific services that are restricted or provided.
- This document contains instructions on how to Add a Service Indicator and Release a Service Indicator.
- **NOTE: The Start Term is the appropriate way to assign a hold. The Start Date is not required because the field automatically defaults to the start of the term.**

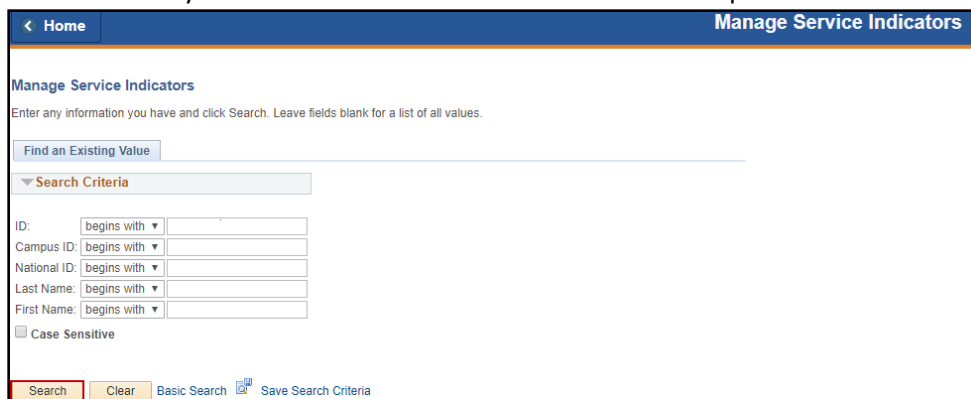
NAVIGATION

After logging into myUFL, use the following navigation path:

[myUFL](#) > [NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Campus Community](#) > [Person](#) > [Manage Service Indicators](#)

ADD OR RELEASE A SERVICE INDICATOR

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click [Search](#).



The screenshot shows the 'Manage Service Indicators' search interface. At the top, there is a navigation bar with a back arrow and 'Home' on the left, and 'Manage Service Indicators' on the right. Below the navigation bar, the title 'Manage Service Indicators' is displayed, followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a search input field with a 'Find an Existing Value' button. Below this is a 'Search Criteria' section with a dropdown arrow. The search criteria include: ID: begins with [text box], Campus ID: begins with [text box], National ID: begins with [text box], Last Name: begins with [text box], and First Name: begins with [text box]. There is also a 'Case Sensitive' checkbox. At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria'.

2. Click [Add Service Indicator](#).

[Home](#) **Manage Service Indicators**

Manage Service Indicators

Display Effect Institution Refresh

[+ Add Service Indicator](#)

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date	
R01	Registrar Restrict Registratio	LOCAL ADDRESS INFOR NEEDED	UFLOR				12/07/2017		
R01	Registrar Restrict Registratio	EMERGENCY CONTACT INFO NEEDED	UFLOR				12/07/2017		
R01	Registrar Restrict Registratio	ADMIN MANDATORY HEALTH INSUR	UFLOR				12/24/2014		

[+ Add Service Indicator](#)

[Return to Search](#) [Notify](#)

- Enter the **Service Indicator Code**. If you are not sure of the code, click the magnifying glass icon to search for a service indicator code.

[Home](#)

Add Service Indicator

*Institution University of Florida

*Service Indicator Code

*Service Ind Reason Code

Description

Effect

Effective Period
 Start Term End Term
 Start Date End Date

Assignment Details
 *Department
 Reference
 Amount Currency

Contact Information
 Contact ID Contact Person
 Placed Person ID Placed By

Comments

- Enter the **Service Indicator Reason Code**. If you do not know the service indicator reason code, use the magnifying glass icon to search for the code.

The screenshot shows the 'Add Service Indicator' form. The 'Service Ind Reason Code' field is highlighted with a red box. The form includes fields for Institution (UFLOR), Service Indicator Code (1LS), and Description. The Effective Period section includes Start Term (0000), Begin Term, End Term, Start Date, and End Date. The Assignment Details section includes Department, Reference, Amount (0.00), and Currency (USD). The Contact Information section includes Contact ID, Contact Person, Placed Person ID, and Placed By.

- In the Effective Period area, enter the **Start Term**. Use the magnifying glass icon to search for the Start Term if you do not know it. The Start Date field should **not** be used.

The screenshot shows the 'Add Service Indicator' form. The 'Start Term' field in the Effective Period section is highlighted with a red box. The 'Service Ind Reason Code' field now contains 'PREAD' and the Description field shows a dropdown menu with the text: 'University of Florida has an advisement hold on your record. Since you are a new student, you must attend Preview Orientation prior to registration'. The Department field is now populated with '03000000' and 'OFFICE ENROLLMENT MANAGEMENT'.

6. Click **Ok**.

Add Service Indicator

*Institution University of Florida

*Service Indicator Code COL LS Restrict Registration

*Service Ind Reason Code LS-Preview Advisement

Description Preview Orientation prior to registration"/>

Effect Negative Service Indicator

Effective Period

Start Term Spring 2018 End Term

Start Date End Date

Assignment Details

*Department OFFICE ENROLLMENT MANAGEMENT

Reference

Amount Currency

Contact Information

Contact ID Contact Person

Placed Person ID Placed By

Comments

2000 characters remaining

Services Impacted Personalize | Find | View All | First 1 of 1 Last

Impact	Description	Basis - Date	Basis - Term	Term Category
1	AENR	Permits drop only	<input checked="" type="checkbox"/>	

7. The new service indicator appears under Manage Service Indicators.

< Home
Add Service Indicator

Manage Service Indicators

Display Effect All
Institution University of Florida
Refresh

[+](#) Add Service Indicator

Service Indicator Summary									
Personalize Find View All 21									
Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date	
1LS	COL LS Restrict Registration	LS-Preview Advisement	UFLOR	2181	Spring 2018				
R01	Registrar Restrict Registratio	ADMIN MANDATORY HEALTH INSUR	UFLOR				12/24/2014		
R01	Registrar Restrict Registratio	LOCAL ADDRESS INFOR NEEDED	UFLOR				12/07/2017		
R01	Registrar Restrict Registratio	EMERGENCY CONTACT INFO NEEDED	UFLOR				12/07/2017		

[+](#) Add Service Indicator

[Return to Search](#)
[Notify](#)

RELEASE A SERVICE INDICATOR

- Use the following instructions to release a service indicator.

NAVIGATION

After logging into myUFL, use the following navigation path:

[myUFL](#) > [NavBar](#) > [Main Menu](#) > [Student Information System](#) > [Campus Community](#) > [Person](#) > [Manage Service Indicators](#)

RELEASE A SERVICE INDICATOR

- Search for the student by UFID or first and last name that needs the requirement waiver. Click **Search**.

- Click the **Service Indicator** you would like to release.

Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date
1LS	COL LS Restrict Registration	LS-Preview Advisement	UFLOR	2181	Spring 2018			
R01	Registrar Restrict Registratio	ADMIN MANDATORY HEALTH INSUR	UFLOR				12/24/2014	
R01	Registrar Restrict Registratio	LOCAL ADDRESS INFOR NEEDED	UFLOR				12/07/2017	
R01	Registrar Restrict Registratio	EMERGENCY CONTACT INFO NEEDED	UFLOR				12/07/2017	

3. Review the reasons for the service indicator. Click **Ok**.

Add Service Indicator

*Institution University of Florida
 *Service Indicator Code COL LS Restrict Registration
 *Service Ind Reason Code LS-Preview Advisement

Description

Effect Negative Service Indicator

Effective Period

Start Term Spring 2018 End Term
 Start Date End Date

Assignment Details

*Department OFFICE ENROLLMENT MANAGEMENT
 Reference
 Amount Currency

Contact Information

Contact ID Contact Person
 Placed Person ID Placed By

Comments

2000 characters remaining

Personalize | Find | View All | First | 1 of 1 | Last

Impact	Description	Basis - Date	Basis - Term	Term Category
1 AENR	Permits drop only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

4. Click **Release**.

Service Indicator Summary

← Edit Service Indicator

Release

*Institution University of Florida

*Service Indicator Code COL LS Restrict Registration

*Service Ind Reason Code LS-Preview Advisement

Description

Effect Negative Service Indicator

Effective Period

Start Term Spring 2018 End Term

Start Date End Date

Assignment Details

*Department OFFICE ENROLLMENT MANAGEMENT

Reference

Amount Currency

Contact Information

Contact ID Contact Person

Placed Person ID Placed By

Placed Method Manual

Placed Process Release Process

5. Click **Ok**.

Service Indicator Summary

Are you sure you want to release this Service Indicator?

OK **Cancel**

ADDITIONAL HELP

Further resources are available at <http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/>.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to Service Indicators, contact the Office of the University Registrar, 352-392-1374 or <https://registrar.ufl.edu/>