Removing Service Indicators

Trigger:

Concept

Administrative users with the appropriate security can remove an active service indicator from an individual's record when that service or restriction no longer applies. Automated processes can also be used to assign or remove negative service indicators.

Field(s)    Comments

Output - Results    Comments

Additional Information
Procedure

This topic will demonstrate how to remove a service indicator on a student.

1.) Service Indicator Data
Maintain service indicator data for a student. 
Home>Records and Enrollment>Student Background Information>Service Indicator Data

2.) Service Indicator Data
Assign, update, or remove service indicators for a student. 
Home>Campus Community>Service Indicators (Student)>Service Indicator Data

3.) Service Indicator Data
Assign, update, or remove service indicators for an individual. 
Home>Campus Community>Service Indicators>Service Indicator Data
Step | Action
--- | ---
1. | Enter the student's ID number into the **EmpID** field.

Enter "**12159944**".

**Conducting a Search**

When you open a task (using a hyperlink or page link), either an entry page will display or a search page (also referred to as **Find an Existing Value**) will appear prompting you for search keys needed to locate a record.

To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
- Search keys
- Operators
- Search fields
Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>

Step 3. Click the **Delete row 1 (Alt+8)** button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>

Note: The image shows the user interface for removing service indicators in myZou.
### Step 5
Click the **Save** button.

### Step 6
The service indicator has been removed from the student's record.

**End of Procedure.**