Lift Service Indicator - Individuals

The UC Service Indicators process updates the Negative Service Indicator (Holds) status on student accounts. This process runs every fifteen minutes. However, cashiers may run the Lift Service Indicator – Individuals process as needed for one individual student who has just made a payment and needs services reinstated immediately.

Path:  UC Student Financials > UC Charges and Payments > Lift Service Ind - Individuals

1. Click **Search** to view your existing Run Control IDs. From the list, select the **CREDHIST** Run Control ID. If you do not have a **CREDHIST** Run Control ID, click **Add a New Value** and add it.
   
   **Note:** Run Control IDs are case sensitive and cannot contain spaces.

2. In the **ID** field, enter the student’s ID. To select an ID from the Lookup List, click **Look Up** to the right of the field. On the Lookup ID page, type the student’s name and then click **Look Up**. A list of IDs is displayed.
   
   **Note:** You may need to click **View All** for all IDs to appear.

3. Click **Run**

4. Click **OK**

5. Click **Report Manager**

6. Click **Refresh** until the report status is **Posted**. The Negative Service Indicator status is updated.
   
   **Note:** The Lift Service Indicator process runs for the entire student population every fifteen minutes to automatically remove holds from students that pay through self service online.

7. Click **Go back to Lift Service Ind - Individual** to return to the Lift Service Ind – Individuals page.

8. To run another Lift Service Ind - Individuals process, enter the next student’s ID in the ID field and repeat steps 3-7.