



MOTT COMMUNITY COLLEGE

JOB AID



Person Restrictions

PERC

Table of Contents

[Screen Overview](#), page 2

[Summary Steps and Information](#), page 3

[Screen Shortcuts and Guide Overview](#), page 4

[Step-by-Step Instructions](#), page 5+

PERC

PERC-Person Restrictions

File Jr., Mr. Barney J. ID: 0350940 Home: 810-222-2222 Frien
1234 E. Somewhere St Flint MI 48506

Restrictions	Severity	Start Dt	End Dt	Office	Comm
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Controller Restrictions No Values
Restriction LookUp

 Required Field

 Optional

All Fields Marked in Red MUST be filled in.

 Field Not Used

 Self Populates

Procedure Information:

Title Person Restriction codes
 Mnemonic: PERC
 File Name: JA_PERC_complete.ppt
 Application: APPS-ST-AC-STR-PERC
 Primary Dept: Student Services
 Effective Date: July 17, 2007
 Revision Date: July 18, 2007 Rev # 1

Purpose:

Restrictions for your institution have been predefined with severity and office codes. These associated values default into the individual's record whenever you assign the restriction to someone. You can modify the severity, if appropriate. More than one department of the college can apply restrictions to a students account.

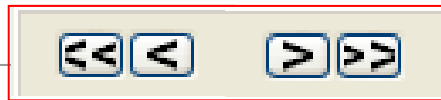
Summary Steps

1. **Login** to Datatel. **Click** APP, then **Click ST**. PERC and **click** GO
 2. **Enter** Student Id, or Students name, or SS#, **▶▶ Do Not Use the LOOKUP function on the Student database)..**
 3. Verify Student information in header block
 4. On first available line in the first column, RESTRICTIONS, type the 4/5 digit PERC code or use the LOOKUP function to get a list of codes. Partial LOOKUP is also allowed [e.g. **PAY...**]
 5. **Check** correct PERC code and **click** Finish
 6. Start Date will self populate
 7. **Enter** End Dt. (PERC Holds are TERM limited)
 8. **(Optional)** Click on pull-down arrow by the COMM. This is a free form comments field for reference only. It is not used in Datatel reporting.
 9. Click Finish icon
 10. Verify data entered
 11. Save work.
- Note:▶ The Department entering the PERC hold code is the only one that can override the code. On the PERC screen, in column 5 lists the department that entered the code.

Using the Guide

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
 - Notes are bulleted.
 - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

Task Bar



First Record Previous Record Next Record Last Record



Course Levels 100 Beginning L

DROP DOWN LIST – Click **Icon**, Click **item** on the list.

100	Beginning Level
200	Advanced Level
CE	Continuing Ed
DEV	Developmental



Course Levels 100 Beginning L

SCROLL – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



CALENDAR – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



CALCULATOR – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.



Status

A Active

DETAILS – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.

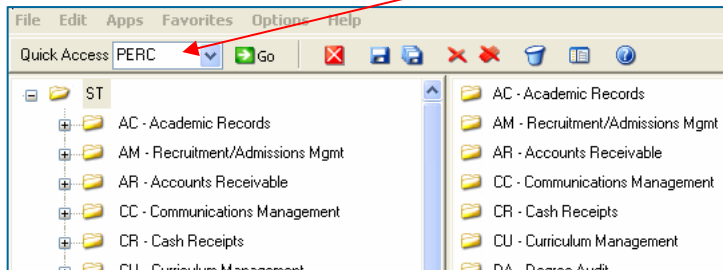
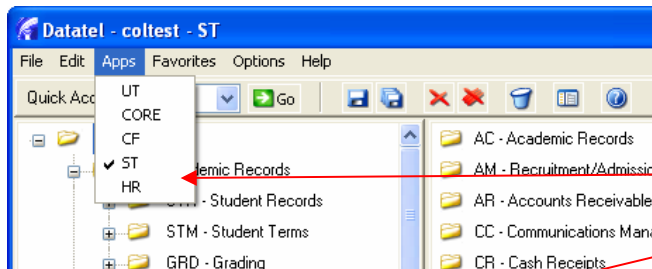
Original Function Keys

Shift >	Process Help	Function Help	Window Insert	Window Page Jump	Window Back	Field Back	Element Back	Cancel	Exit	Refresh	Clear EOL	Screen Back
	Field Help	Detail	Window Jump	Field Jump	Window FWD	Field FWD	Element FWD	Direct Access	Finish	Update	Screen Jump	Screen FWD
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12



Step 1: Login to Datatel

1. **Double Click** on the **Datatel Icon**.
2. Enter your **“User ID”** and **“Password”**
 - Database should be [collive]
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **ST**
6. In the Quick Access area, enter **PERC**
7. Click **Go**



Person Lookup

OK Cancel Detail Finish Help

Step 2. Person Lookup: **Enter Student Id or Student Name or SS#**

Person Lookup

OK Cancel Detail Finish Help

▶▶ **Do Not Use the LOOKUP function (...) on the Student database.**

1. **Click on correct Student**

PERSON Lookup Screen
using PERSON, View: Combined

Seq:	Name	Address	SSN
	ID, Status (Reunion Class)		Entry Date
	Source (Birth Name)	Where Used	Birth Date
<input type="checkbox"/>	1: Fife, Barney J	1234 E. Somewhere St	222-22-2222
	0350940	Flint, MI 48506	06/19/07
	FRD - Frie	APP,MAI,PER,STU	09/11/60
<input type="checkbox"/>			
<input type="checkbox"/>			

2. **Save** 

PERC Person Restrictions

File Jr., Mr. Barney J. ID: 0350940 Home: 810-222-2222 Frien
1234 E. Somewhere St Flint MI 48506

Restrictions	Severity	Start Dt	End Dt	Office	Comm
1: ...					
2:					
3:					
4:					
5:					
6:					
7:					
8:					
9:					
10:					
11:					
12:					
13:					
14:					
15:					

Controller Restrictions
Restriction LookUp

Step 3. **Verify** Student Information in Header.

Step 4. **Enter** 4/5 digit PERC code or use the *LOOKUP* function [...] to get a list of codes in the first column.

PERC Person Restrictions PERC Person Restrictions

Restriction LookUp
using RESTRICTIONS, View: RESTRICTIONS

Seq	Code	Description	Office Code	Severity
<input type="checkbox"/>				
<input type="checkbox"/>	17:	APC43 Collections Pending 2004/3	ACCT	
<input type="checkbox"/>	18:	APC44 Collections Pending 2004/4	ACCT	
<input type="checkbox"/>	19:	APC51 Collections Pending 2005/1	ACCT	
<input type="checkbox"/>	20:	APC52 Collections Pending 2005/2	ACCT	
<input type="checkbox"/>	21:	APC53 Collections Pending 2005/3	ACCT	
<input type="checkbox"/>	22:	APC54 Collections Pending 2005/4	ACCT	
<input type="checkbox"/>	23:	APC61 Collections Pending 2006/1	ACCT	
<input type="checkbox"/>	24:	APC62 Collections Pending 2006/2	ACCT	
<input type="checkbox"/>	25:	APC63 Collections Pending 2006/3	ACCT	
<input type="checkbox"/>	285:	PAY82 Payment Plan - 2008/2	REG\SLBC\LA	
<input type="checkbox"/>	286:	PAY83 Payment Plan - 2008/3	REG\SLBC\LA	
<input type="checkbox"/>	287:	PROB Probation	STLIF	
<input type="checkbox"/>	288:	RPC Collections Pending Old 2000/3	REG1	

Controller LookUp Resolution Page 18/24
Seq Number, (F)lag, (S)ort/Select: [] [] []

Step 5. **Click** the correct PERC code and **Click** FINISH

PERC-Person Restrictions

File Jr., Mr. Barney J. ID: 0350940 Home: 810-222-2222 Frien
1234 E. Somewhere St Flint MI 48506

Restrictions	Severity	Start Dt	End Dt	Office	Comm
1 PAY82 Payment Plan - 2008/2		07/17/07		REG	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Comments

PERC-Person Restrictions UTEC-Restriction Comments

File, Ms. Betty A. ID: 0350943 Home: 810-777-7777
1236 Somewhere Pl Flint MI 48532

Restrictions	Severity	Start Dt	End Dt	Office	Comm
1 SAV83 Save From Drop by Reg 2008/3		07/17/07	12/21/07	REG1	
2 WR073 Write Off 2007/3		07/07/06	12/20/06	ACCT	
3 FA83 Financial Aid 2008/3		07/17/07	12/21/07	FAID	
4 PAY83 Payment Plan - 2008/3		07/17/07	12/21/07	REG	
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Element Restrictions

Alert
Update record, Cancel record or Return to editing

Update Cancel Return


Step 6. Enter End Dt of Code

► PERC Holds are term limited

Step 7. (optional) Click on Comm. field to enter free form comments. These comments are not used in Datatel reports.

Step 8. Click Finish icon

Step 9. Verify data entered

Step 10. Save 

Step 11. Update record

► The Department entering the PERC code is the only one that can override the code entered. On the PERC screen, in column 5, lists the department that entered the code.