



All Mandates Tab

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Introduction

The *All Mandates* tab in Provider Assignment (PA) allows users to view (P)revious and (C)urrent mandates from the student's IEP, regardless of which tab or sub-tab the mandate is located in (eg. *Awaiting Contract Agency* and/or *Receiving RSA*.) No actions can be taken while on this tab.

Note: Access to the *All Mandates* tab is role based and available only to DOE Users with City-Wide Access, and Contract Agency Supervisors.





Contract Agency Supervisors will see only students assigned to their respective agency.











Navigating To the All Mandates Tab

Click *All Mandates* on the PA service grid to Navigate to the *All Mandates* tab.

	Select All <input type="checkbox"/>	Student NYCID	Last Name	First Name	Date of Birth	Admin DBN	Phys Loc DBN
	<input type="checkbox"/>	698882718	S	M	08/28/2008	84X494	84X494
	<input type="checkbox"/>	698882718	S	M	08/28/2008	84X494	84X494
	<input type="checkbox"/>	658545831	T	N	07/27/2002	84X429	84X429
	<input type="checkbox"/>	696199245	C	J	03/13/2009	84X494	84X494
	<input type="checkbox"/>	614875422	M	E	09/01/2009	84X554	84X554
	<input type="checkbox"/>	719415141	B	Z	09/04/2008	84M483	84M483

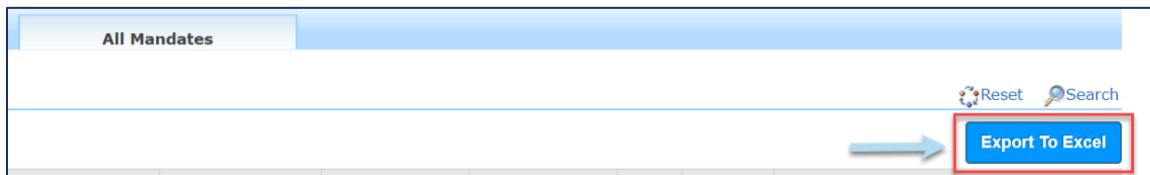
Note: You may also navigate to the *All Mandates* tab by clicking on the (C) or (P) icon from the PA grid. This will display all mandates for the selected student.

	Select All <input type="checkbox"/>	Student NYCID	Last Name
	<input type="checkbox"/>	628140360	T
	<input type="checkbox"/>	658848351	M
	<input type="checkbox"/>	698882718	S
	<input type="checkbox"/>	698882718	S
	<input type="checkbox"/>	658545831	T
	<input type="checkbox"/>	696199245	C

Awaiting		Receiving		All Mandates
Open New Awaiting Line				
Select All	Student NYCID	Last Name	First Name	Date of Birth
	658848351	M		12/08/2008
	658848351	M		12/08/2008
	658848351	M		12/08/2008
	658848351	M	A	12/08/2008
	658848351	M	A	12/08/2008
	658848351	M	A	12/08/2008
	658848351	M	A	12/08/2008
	658848351	M	A	12/08/2008
	658848351	M	A	12/08/2008
	658848351	M	A	12/08/2008

The user will be taken to the *All Mandates* tab pre-filtered on the *Student NYCID*.

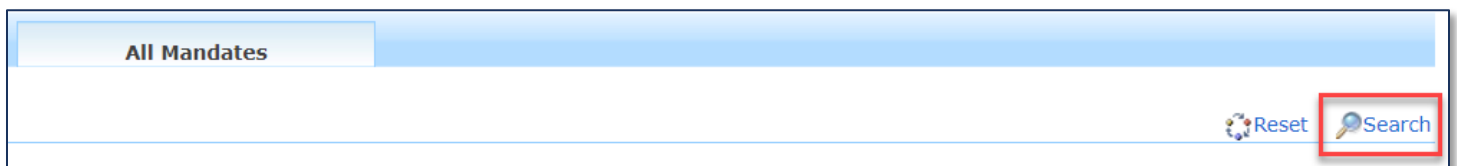
Note: Click the "Export to Excel" button to export the mandates onto an Excel spreadsheet.



Searching for Mandates

From the *All Mandates* tab, click **Search** to open the search panel.

Note: This panel may already be open.



Use the available filters (eg. *Student NYCID* or *Assignment Status*), to narrow down your search and click **Search**. At least one filter must be specified to continue.







Note: You may also filter by *Current* or *Previous* IEP mandates.

The screenshot shows the 'All Mandates' search interface. It features several search filters: Student NYCID (text input), Admin DBN (text input), Phys Loc DBN (text input), CSE (dropdown), Service Type (dropdown), Auth Admin DBN (text input), Auth Phys Loc DBN (text input), Assignment Status (dropdown), Agency (text input), Language (dropdown), CSE District (dropdown), and Current/Previous IEP (dropdown). The 'Assignment Status' and 'Current/Previous IEP' dropdowns are highlighted with red boxes. A blue arrow points to the 'Search' button.

Note: Clicking on the *All Mandates* tab directly (without clicking on the **P/C** icon) requires at least one of the search filters in order to retrieve data.

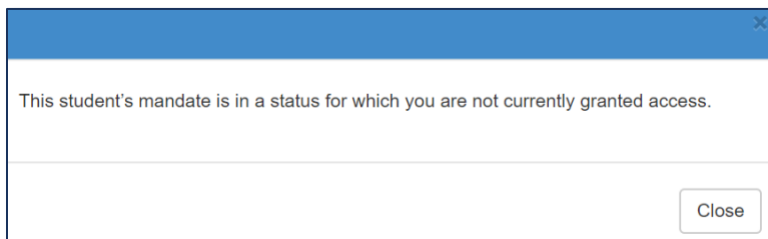
“Take Me To” Icon

On the *All Mandates* tab, the user will see a “Take Me To” icon beside each row.

	Select All	Student NYCID	Last Name	First Name
 		658848351	M	A
 		658848351	M	A
 		658848351	M	A

Clicking this icon will take the user to that assignment row on the corresponding *Awaiting* or *Receiving* tab where action can be taken.

Note: There will be an error message if staff tries to navigate to another tab for which the user is not provisioned access from the *All Mandates* tab. Close this pop-up and remain on the *All Mandates* tab.

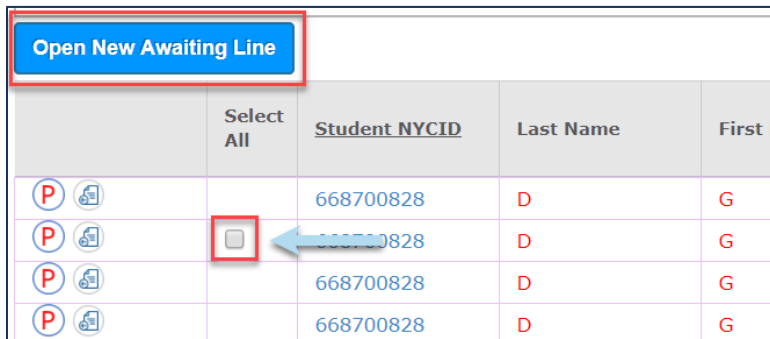










Open New Awaiting Line

Users who have access to the *All Mandates* tab will have access to the “Open New Awaiting Line” feature.

This button is applicable only to mandates from a (P)revious IEP that are entirely in a terminated status of *Terminated*, *Pending 5 School Day Termination*, *Pending Termination*, *Terminated Without First Attend*. For these mandates, a checkbox will appear to the left of the row.

Note: If a portion of the mandate frequency is still not in a terminal status, the checkbox will not appear for selection.



	Select All	Student NYCID	Last Name	First Name
 		668700828	D	G
 	<input type="checkbox"/>	668700828	D	G
 		668700828	D	G
 		668700828	D	G

Note: To learn more about the “Open New Awaiting Line” feature, please view our *Opening a New Awaiting Line* training guide located on our SESIS InfoHub.