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.
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.

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.

![Image of filters and search options]

**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.

![Image of student data]

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.

![Open New Awaiting Line](image)

**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.