



# 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

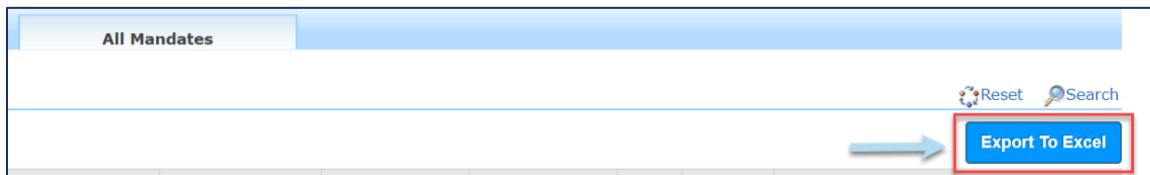
**Note:** You may also navigate to the *All Mandates* tab by clicking on the (C) or (P) icon from the PA grid. This will display all mandates for the selected student.

	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
<a href="#">Open New Awaiting Line</a>				
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*.

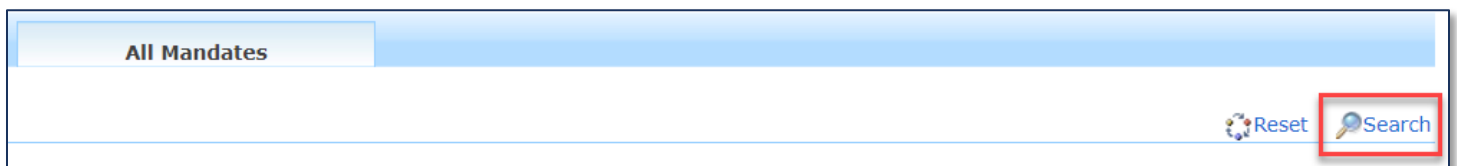
**Note:** Click the "Export to Excel" button to export the mandates to Excel.



## 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, Admin DBN, Phys Loc DBN, CSE, Service Type, Auth Admin DBN, Auth Phys Loc DBN, Assignment Status, Agency, Language, CSE District, and Current/Previous IEP. The 'Assignment Status' and 'Current/Previous IEP' dropdown menus 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.

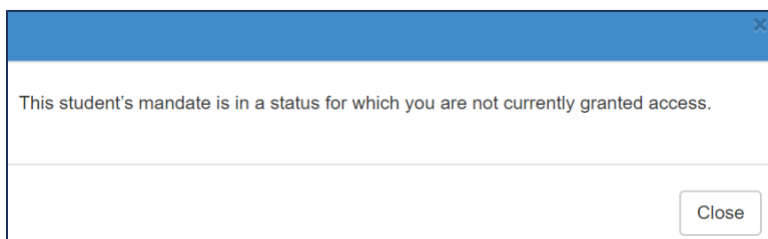
## “Take Me To” Icon

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.

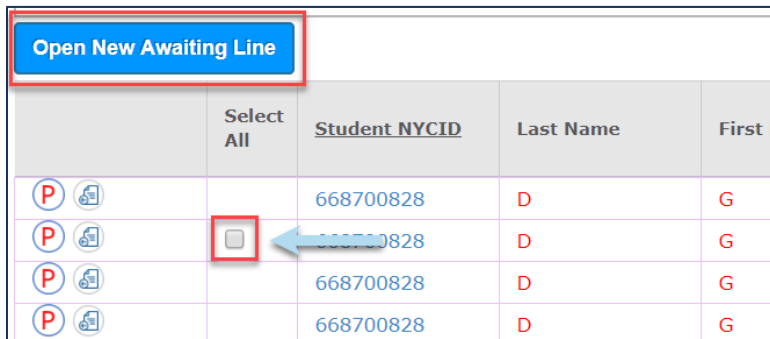


## Open New Awaiting Line









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* or *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 terminated status, the checkbox will not appear for selection.



The screenshot shows a table with a header row and four data rows. The header row has columns for 'Select All', 'Student NYCID', 'Last Name', and 'First Name'. The data rows each start with a 'P' icon and a document icon. The 'Select All' column contains a checkbox, which is highlighted with a red box and a blue arrow pointing to it from the right. Above the table, a blue button with the text 'Open New Awaiting Line' is also highlighted with a red box.

	Select All	Student NYCID	Last Name	First Name
 	<input type="checkbox"/>	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.