

Chapter 21

SC Reassigning Unassigned Records

21-1. General.

a. The ARISS-RWS Leads-Reports application will allow you, as the SC, to easily transfer unassigned records, including leads, to your recruiters. Unassigned records can occur when recruiters PCS and their records were not reassigned to another recruiter prior to their departure or ZIP Codes and schools are not assigned properly to individual recruiters.

b. The following steps will show you how to reassign unassigned records:

- (1) Access the Find screen.
- (2) Identify unassigned records.
- (3) Reassign unassigned records.
- (4) Replicate reassigned records.

✓ If you have not set your leads distribution parameters at the TOS, you will probably find you have several unassigned leads. These will accumulate very rapidly if you do not maintain your leads ZIP Code and school distribution parameters, especially after a recruiter has PCS'd.

c. If you do find unassigned records in the application, you need to determine why there are these records and take steps to make the correction immediately.

d. If you do find unassigned records the following steps will assist you in reassigning those records to your recruiters. This will ensure that all records sent to the RS are being reviewed and available to be worked by your recruiters. If you find several leads under unassigned you may want to review the TOS distribution parameters to ensure all assigned schools and ZIP Codes are assigned to your recruiters. As the SC, you will be the only person to receive unassigned records.

21-2. Access the Find screen.

a. Before proceeding, check the TOS distribution parameters to ensure all ZIP Codes and schools are assigned to your recruiters.

b. You need to check your ARISS-RWS Leads-Reports application for any unassigned leads. Open the **Leads-Reports** application and select **File** and then **Open** from the menu bar. The **Find** screen will appear. Click on the **Unassigned** box and then click on the **Find Now** button. A separate screen will appear with any unassigned records. You will need to reassign these records to your recruiters.

Priority	Next Action Date	Next Action	Status	Disp Cd	Name	Address	Zip	School
			UAC		WILLIAMS, CHARLIE			
			UAC		WILLIAMS, CHARLIE			
			UAC		WILLIAMS, CHARLIE			
			UAC		WILLIAMS, CHARLIE			
			UAC		WILLIAMS, CHARLIE			
			UAC		WILLIAMS, CHARLIE			
			UAC		WILLIAMS, CHARLIE			
			UAC		WILLIAMS, CHARLIE			
			UAC		WILLIAMS, CHARLIE			
			UAC		WILLIAMS, CHARLIE			

c. You need to select **Permanent** re-assignment of these records.



✓ A temporary reassignment will require a From and To date. This will take the record from the first recruiter's database for a specific period of time and return it once the time has expired.



d. Click on the **Apply** button once you are finished. After you click the **Apply** button, the records that were highlighted will disappear. If there are records remaining complete the previous steps to reassign all remaining records to your recruiters. Once all records are reassigned, you will be returned to your **Find** screen.

21-5. Replicate reassigned records.

a. To complete the reassignment process select **File** and then **Replicate/Project**. The projection and replication window will appear or just click on the **Replicate/Project** icon.



b. Select **Replicate Only**.



✓ After you have replicated, inform your recruiters that they will have new records coming the next time they replicate. Your recruiters should wait a few minutes before trying to replicate the new records to their ARISS-RWS Leads-Reports application.