

HOW TO Assign or Delete FOAPALs and uPrint card Badge IDs associated to Resource Accounts (uPrint)

The Assign or Delete FOAPALs and uPrint card Badge IDs associated to Resource Accounts menu allows the Key Financial Contact and uPrint Administrator(s) to:

Assign FOAPALs

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Activity and Location codes.

Default

FOAPAL

Note

Tag

Termination date

Note

Refresh

Cancel

Submit

○

○

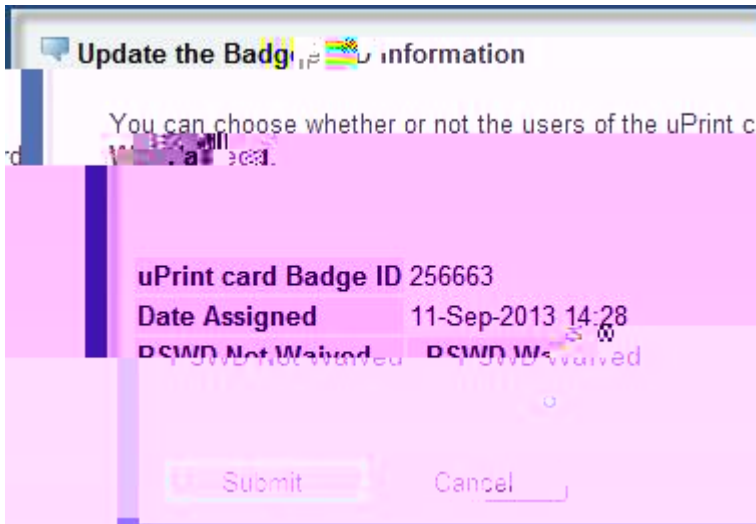
Note: Once a FOAPAL has been assigned to a resource account, the changes will only appear on the device's Account screen after the next data update period. These occur daily (Monday to Friday, excluding holidays) at 6am, 10am, 1pm and 4pm.

uPrint card Badge ID

Note: The uPrint Badge ID corresponds to the first six digits of the numerical sequence that appears on the back of the card.

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Assign Badge ID button.



Submit

Note: Once a Badge ID has been associated with a Resource Account, it will only be usable after the next data update period. These occur daily (Monday to Friday, excluding holidays) at 6am, 10am, 1pm and 4pm.

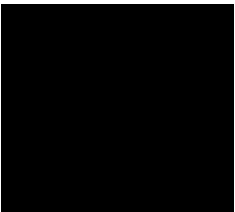
HOW TO Assign or Delete FOAPALs and uPrint card Badge IDs associated to Resource Accounts (uPrint)

How to view/update/delete FOAPALs assigned to a Resource Account

LIST McGill Username

icons Order Action

<i>Field Name</i>	<i>Explanation</i>
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Fund,
Organization,
Program

If the Fund should no longer be assigned to the resource account, use

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LIST
McGill Username

icons Action

Field Name

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- Cancel

Revoke

- Revoke
- Submit

NBIs8.3.2.8eWnBTf32f1 0 0 1 4.3.4 Tm0 g0 G)92eETQ1240.8.3.2.8e