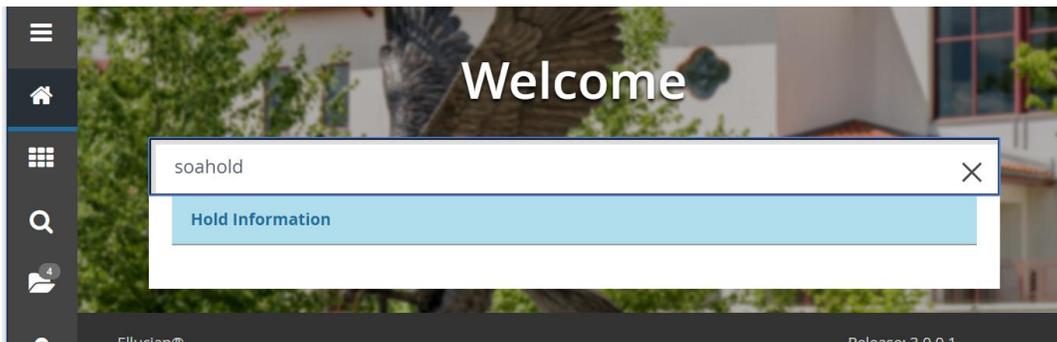


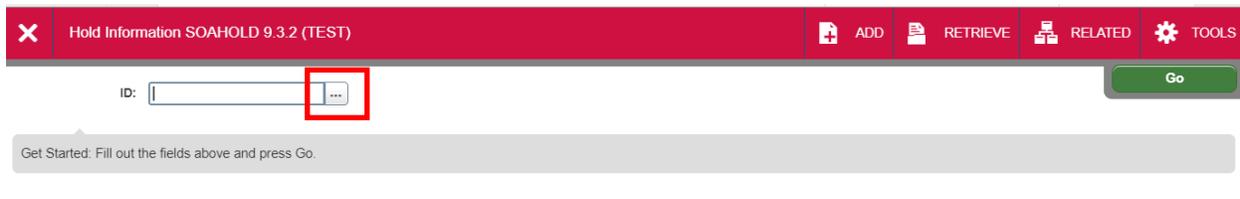
Banner 9: Enter and Clear Holds

Accessing the Hold Information (SOAHOLD) Form

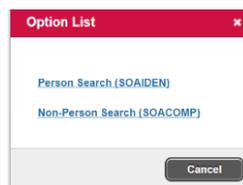
1. Navigate to the **(SOAHOLD)** form from the landing page



2. Enter the Students CWID in the **ID** field or click **search**

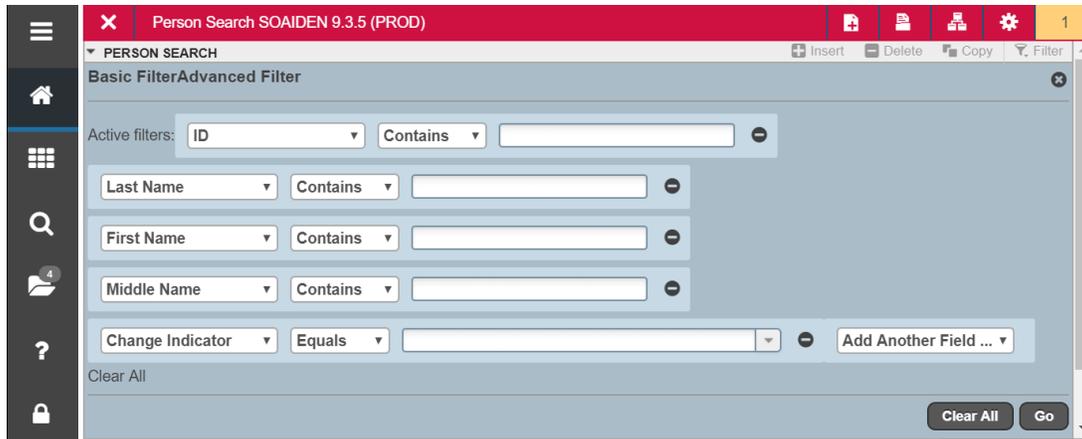


3. Select **Person Search**



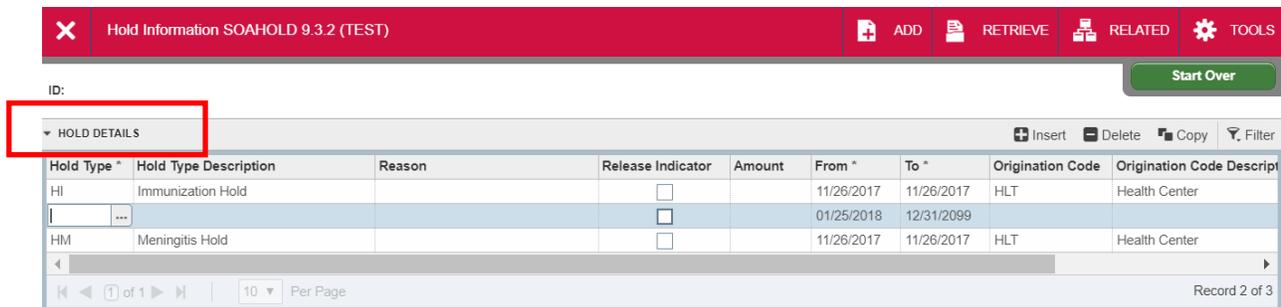
This will open the **SOAIDEN** Person Search form.

4. Enter the search criteria in the appropriate field(s)
5. Click **Go** to execute the query



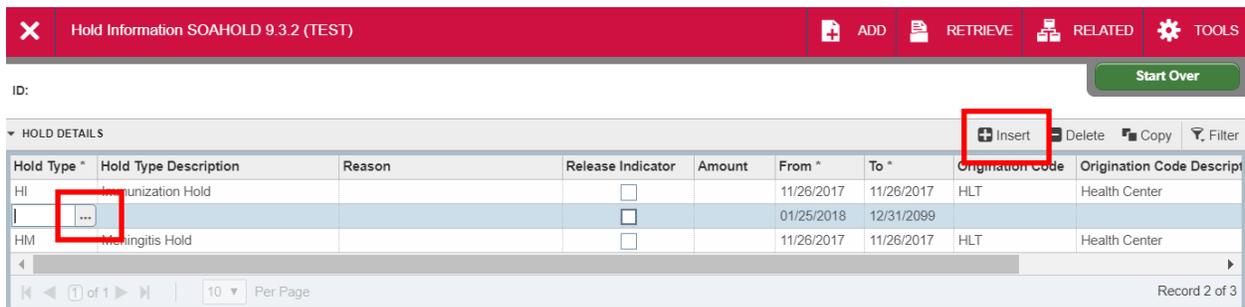
6. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
7. Click **GO** to execute the query

If there are any holds, they will be listed under **Hold Details**.



To enter a Hold:

1. Click on **Insert**



2. Click **search** in the **Hold Type** field
3. Select the Hold type and click **OK**

Code	Desc	Reg Hold	Env Hold	Trans Hold	Grad
A1	Advising Required	Y			
A2	EOF Compliance	Y			
A3	Orientation Required	Y			
AD	Admissions Hold	Y			
AG	Applied to Graduation	Y			
AT	Transcript Hold	Y			
D1	DOS/Application Hold				
D2	DOS/Registration Hold	Y			
D3	DOS/Transcript Hold			Y	
D4	Disciplinary/Parole Hold				

4. Enter the **Reason** for the Hold Type

Note: NEVER CHECK THE **RELEASE INDICATOR** BOX. THE ONLY PERSON WHO CAN RELEASE THE HOLD IS THE PERSON WHO CREATED THE HOLD.

5. Enter the date the hold should begin in the **From** field and enter the date the hold should end in the **To** field.

Note: The default end date is 31-DEC-2099

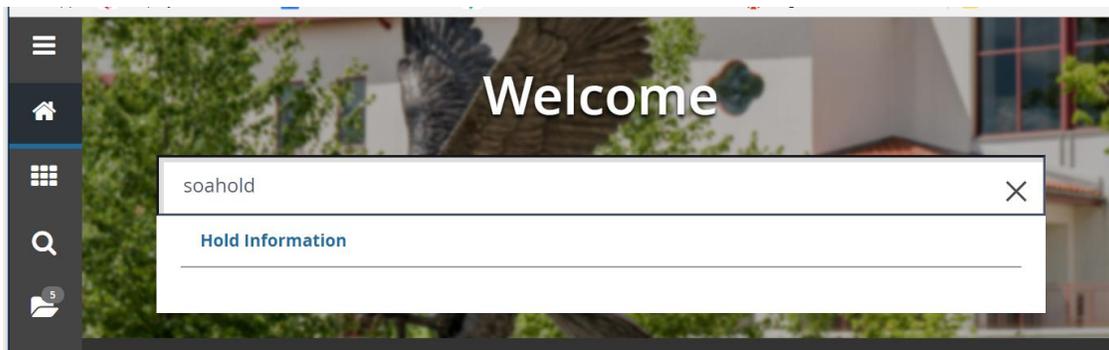
6. Enter the office that is originating the hold in the **Origination Code** field or click on **search** for a listing of Codes and Descriptions

7. Click **Save**

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
AD	Admissions Hold	Enter Reason For Hold Here	<input type="checkbox"/>		12/01/2017	12/31/2099			

Clearing a Hold:

1. Navigate to the **(SOAHOLD)** form from the landing page



2. Enter the Students CWID in the **ID** field or click **search**

Hold Information SOAHOLD 9.3.2 (TEST)

ADD RETRIEVE RELATED TOOLS

ID: ... Go

Get Started: Fill out the fields above and press Go.

3. Select **Person Search**

Option List

Person Search (SOAIDEN)

Non-Person Search (SOACOMP)

Cancel

This will open the **SOAIDEN** Person Search form.

4. Enter the search criteria in the appropriate field(s)
5. Click **Go** to execute the query

Person Search SOAIDEN 9.3.5 (PROD)

PERSON SEARCH

Basic Filter Advanced Filter

Active filters: ID Contains

Last Name Contains

First Name Contains

Middle Name Contains

Change Indicator Equals

Clear All

Clear All Go

6. In the Person Search results, double-click on the ID field of the person you are searching for or click on the ID field and click **SELECT**
7. Click **GO** to execute the query
8. When the students record is displayed, click on the row for the hold you would like to remove

Hold Type	Hold Type Description	Reason	Release Indicator	Amount	From	To	Origination Code	Origination Code Description	Created User
HI	Immunization Hold		<input type="checkbox"/>		11/26/2017	11/26/2017	HLT	Health Center	INTEGMGR
HM	Meningitis Hold		<input type="checkbox"/>		11/26/2017	11/26/2017	HLT	Health Center	INTEGMGR

Record 2 of 2

9. Click in the **To** date field and enter the date that the hold should end. (Typically this is the date that you are removing the hold)

Tip: If you enter a **T** and press **Enter** in the date field it will enter the current days date.

10. Click **Save**