

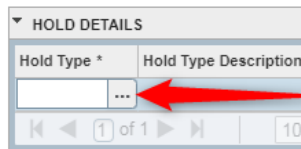
## SOAHOLD: Hold Information

### Adding a Hold

1. Navigate to the **SOAHOLD** form from the landing page
2. Enter the Student N# in the ID field; Click **Go**

3. Click on 


4. To search for the correct **Hold Type** click the [...] to bring up the list:



The screenshot shows a table with two columns: 'Hold Type \*' and 'Hold Type Description'. Below the 'Hold Type \*' column is a dropdown menu with a red arrow pointing to the [...] button. Below the table are navigation controls including a page indicator '1 of 1' and a '10' button.

5. Select the Hold type and click OK

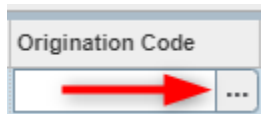
5. If applicable, enter the **Reason** for the Hold Type

 **CAUTION-** if the **release indicator** box is checked only the person who created the hold can release the hold

6. 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

7. Enter the **Origination Code** for the unit or department placing the hold. You can select the applicable code from a list by clicking the [...]to bring up the list:



The screenshot shows a text input field labeled 'Origination Code' with a red arrow pointing to the [...] button on the right side of the field.

8. Click **Save** in the bottom right corner **or F10** from the keyboard

### Clearing a Hold

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

2. Enter the Student N# in the ID field; Click **Go**

3. When the students record is displayed, click on the row for the hold you would like to clear/satisfy



**Holds should be cleared with a date NOT deleted/removed!**

4. 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.



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

5. Click **Save** in the bottom right corner **or F10** from the keyboard