


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**

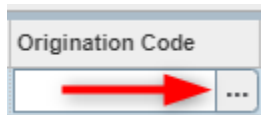
3. Click on 

4. T.00.c541 ConERZ110p511B6 W3SE5at01002CannM7(1.8m)6.4 (.7 #). C(1)0.7 (71.9897o3 96.4 (.7 #r.00.c6dS

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:



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