



Adding or Removing Registration Holds

SOAHOLD



University of Dayton

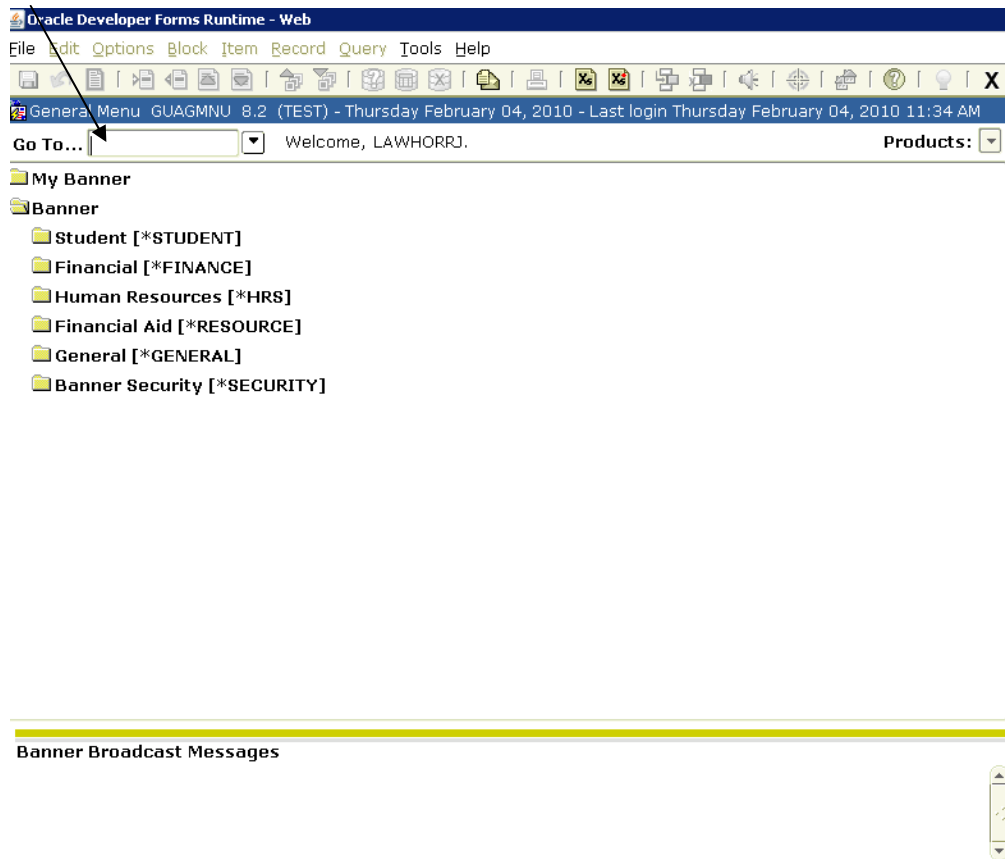
Updated on: 02.05.10



Quick Start Summary Steps

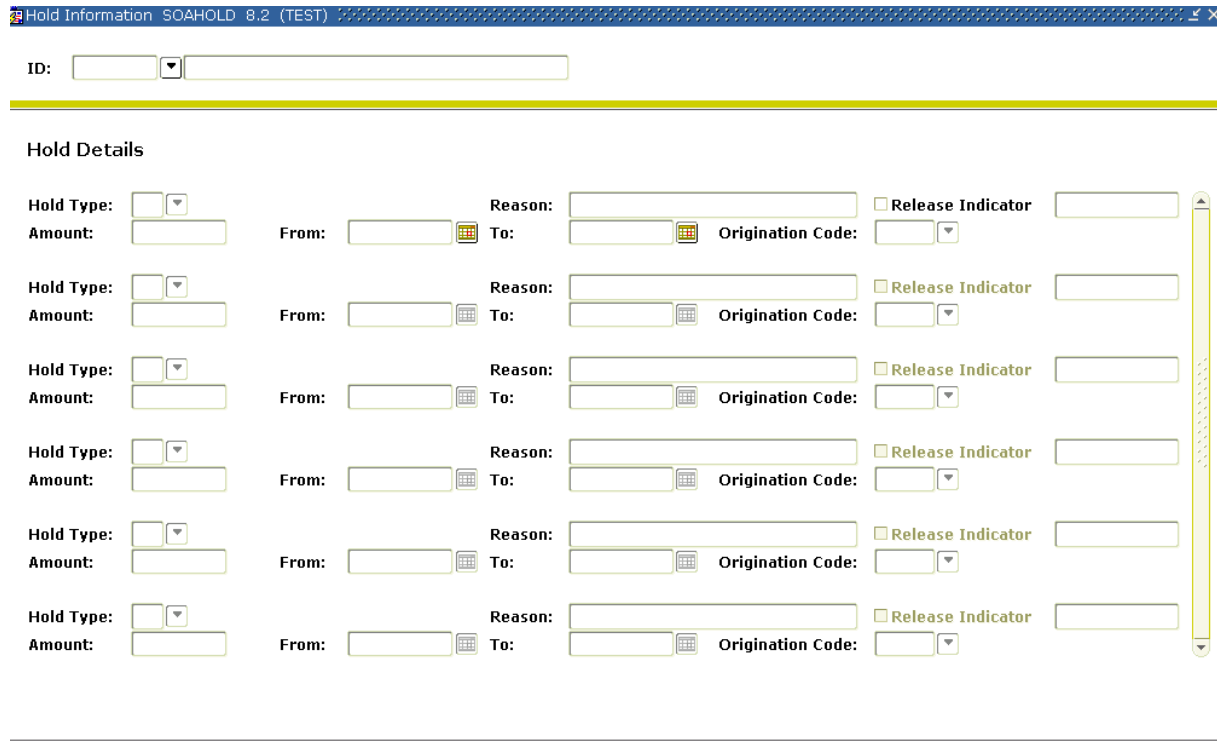
1. Open your web browser and go to **porches.udayton.edu**.
2. Log in with your LDAP username and password.
3. Access INB (Internet Native Banner)

Enter SOAHOLD press **Enter** to get to the Hold Information Screen.



You may also access SOAHOLD by double-clicking the STUDENT Folder, then the GENERAL PERSON folder, and then selecting the HOLD INFORMATION form.

You should now see a screen that looks like this:

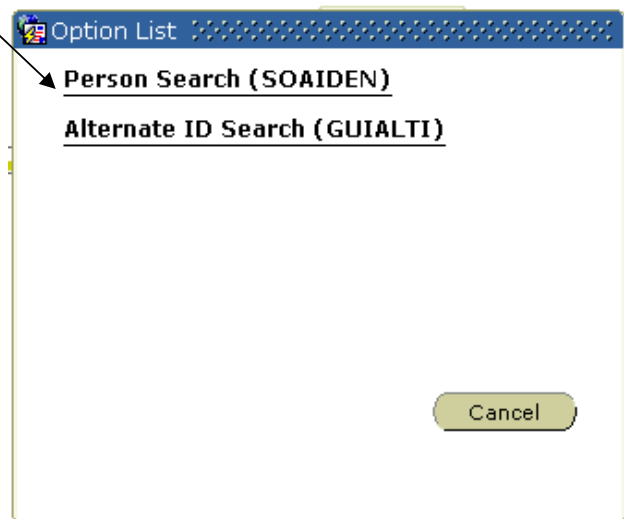


Enter the ID # or name. (Current students will have two zeroes before their current Colleague ID#).

If you do not know the student ID #, you can do a name search. Click on the down arrow to the right of the ID window.

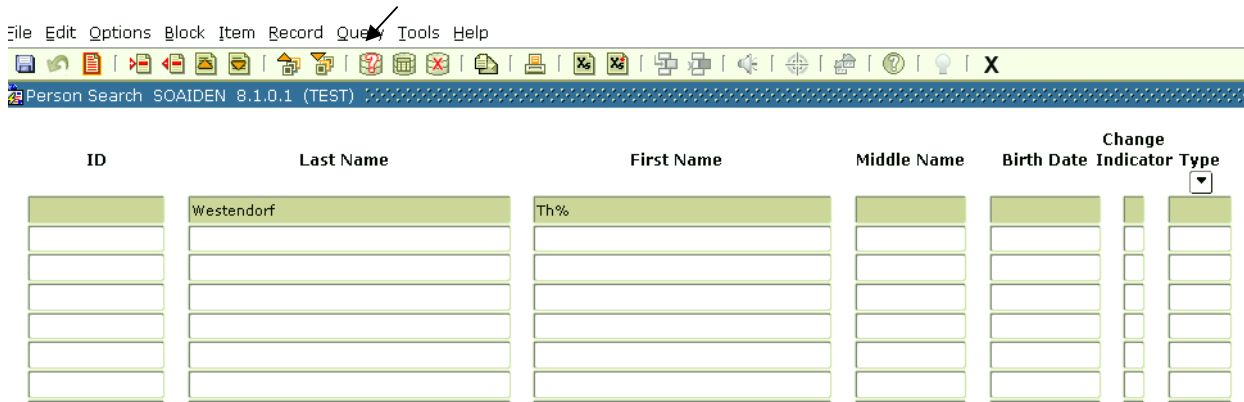


Select Person Search.



Tab to the last name area and type the last and first or part of the name using % as a wild card. (in Colleague it was ...)

F8 or choose "Execute" under "Query" above the toolbar to find the name that you are looking for.



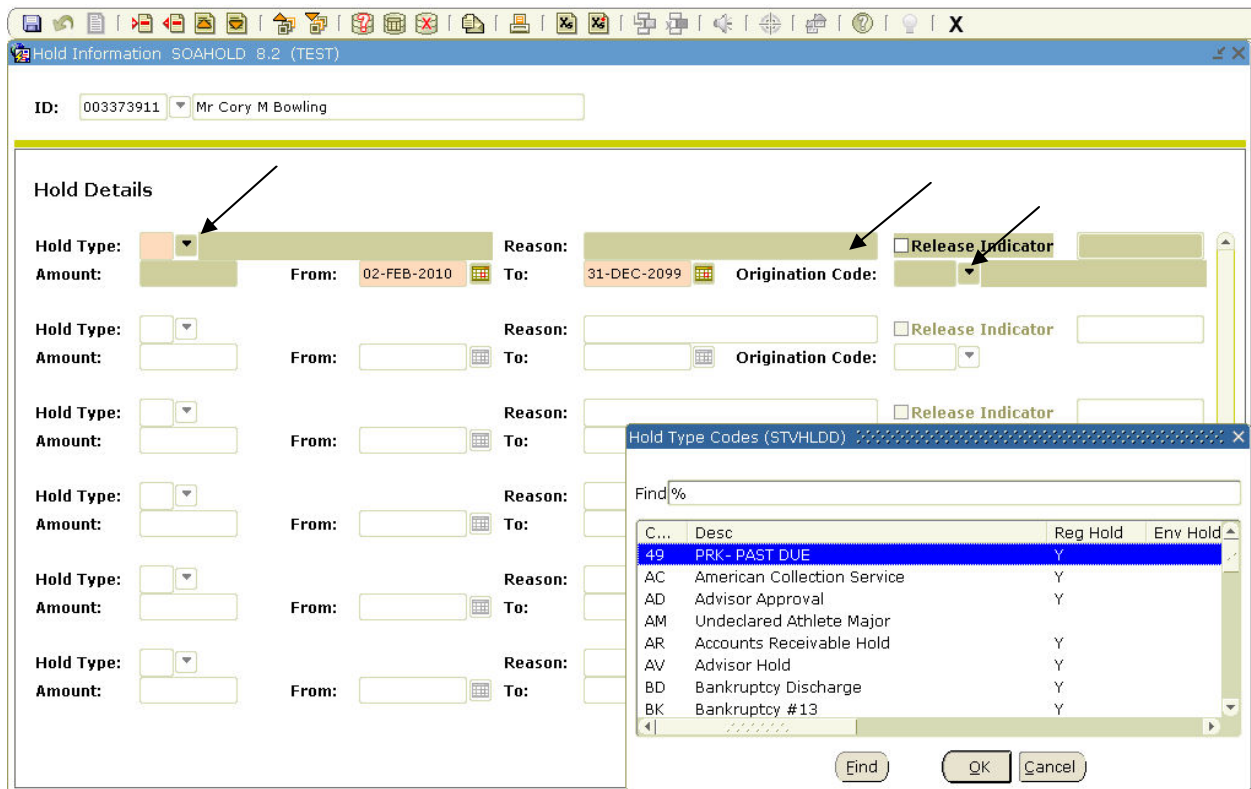
Once you receive the results of your query and have found the student you need, you can click (Select) in the toolbar, double click on the student in the ID field, or **Shift+F3** on your keyboard to select the correct record. **Control+Page Down** or next block .

To add a hold:

Click the drop down arrow next to Hold Type and pick the hold code you wish to use.

You may enter a reason for the hold. A reason is preferred, but it is not a mandatory field.

Select the Origination Code (the office that will take off the hold and inform the student) by clicking on the down arrow.



NOTE: Never check Release Indicator because only the person or program can release that hold.

Save the record. (or **F10**).

To remove a hold:


Access the student record by following the method described above.

Go to the hold you wish to remove and put the effective date in the **To** column.

Hold Details

Hold Type:	AD	▼	Advisor Approval	Reason:	Probation	Release Indicator	<input type="checkbox"/>
Amount:		From:	05-FEB-2010	To:	31-DEC-2099	Origination Code:	

Note: Never check Release Indicator because only the person or program can release that hold.

Save the record. ( or **F10**).

Key	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	SUNLAND HIGHER EDUCATION
Open	Help	Options	Duplicate Field/Item	Duplicate Record	Go To	Insert Record	Enter Query	Execute Query	List	Save	
Shift	Display Error	Count Query Hits	Select	Clear Record	Clear Block	Remove Record	Rollback	Print			
Ctrl	Show Keys										

Key	q	U	Page up	Page Dn	Esc	Tab	p	l	Left Mouse Double Click	
Open			Previous Record	Next Record	Cancel	Next Field			On date field = calendar On amount field = calculator	
Shift						Previous Field			Dynamic Help	
Ctrl	Exit or Cancel Query	Field Clear	Previous Block	Next Block		Next Field	Record Scroll Up	Record Scroll Dn		

Fold on dotted line, trim and laminate to use as a reference strip on your keyboard.