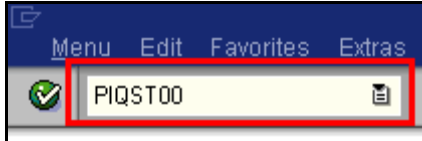|	
Process: Use this process when you need to add a hold for a student.	
Role: Authorized Personnel	**Frequency:** When Needed

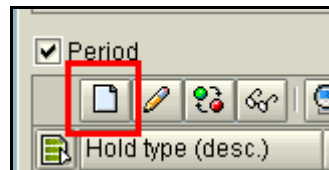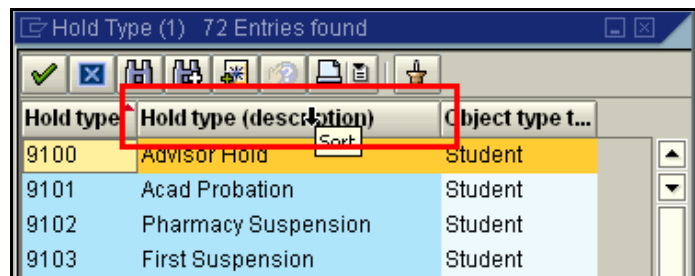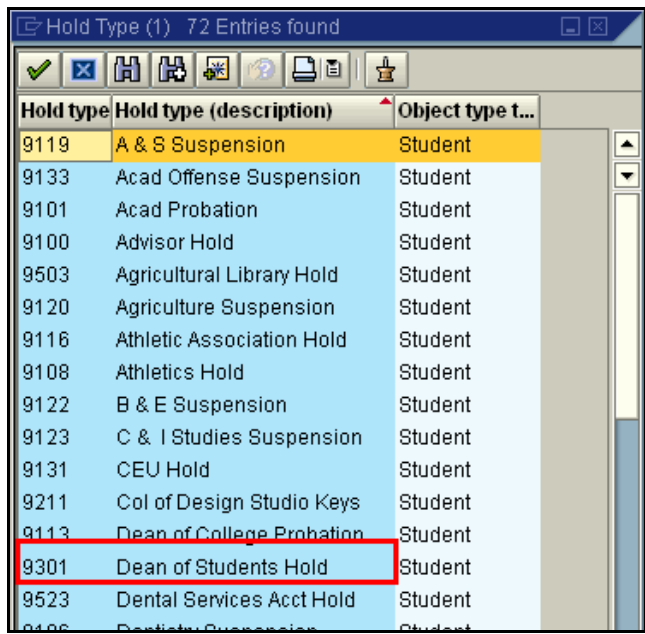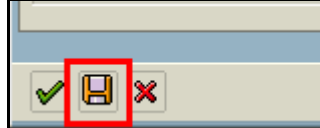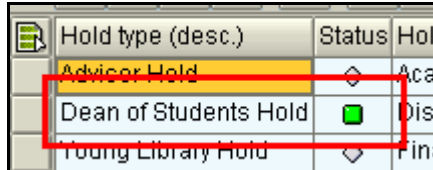| BEGINNING	
Enter the transaction code Menu Edit Favorites Extras PIQST00	**PIQST00** <- Two zeros on the end
STUDENT FILE SCREEN	
Student Number Student number 10037714	Enter the student's **Student Number**
Press **Enter** to pull up the student's records	
HOLD TAB	
Make sure the **Holds** tab is displayed **Note:** The **Holds** tab is the default tab when you enter **Student File**	Holds
Click on the **Create** icon located on the **Holds** tab	☑ Period Hold type (desc.)
When the **Maintain Holds** box displays, click on the **Possible** Entries icon in the **Hold** field	Hold 🛑 Hold
To sort the hold list, click on the **Hold Type (Description)** column heading	Hold Type (1) 72 Entries found Hold type Hold type (description) Object type t... 9100 Advisor Hold Student 9101 Acad Probation Student 9102 Pharmacy Suspension Student 9103 First Suspension Student

Double-click on the appropriate hold type	
Status	Verify that the status is **A Active**
Start	Verify the start date and change if appropriate
Press **Enter** to validate the data entry	
Click on the **Save** icon in the **Maintain Holds** box	
Note that the hold you just created will have an active status in the **Status** column	
Click on the **Back** icon in the **Standard Toolbar** to return to the **Easy Access Menu**	