Quick Reference Card - Basic **PIQSTOO Inactivate a Hold**



Process: Use this process when you need to stop a hold for a student.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING				
Enter the transaction code Image: Menu Edit Favorites Extras Image: Plus Too	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 Select icon to the left of the hold you want to stop	Hold type (desc.) Status Hold Advisor Hold ◇ Acade Dean of Students Hold ■ Disci Young Library Hold ◇ Finar			
Click on the Activate <-> Inactivate icon located on the Holds tab	Period Frm € Point Prime Prime Prime Print Prime			
Start	Varify the start data and shange if appropriate			
Start 04/24/2008 -	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				

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Note that the hold you just created will have an inactive status in the **Status** column

Click on the **Back** icon in the **Standard Toolbar** to return to the **Easy Access Menu**

	Hold type (desc.)	Status	Hold Gr
	Advisor Hold	\diamond	Academ
	Dean of Students Hold	\diamond	Disciplir
	Young Library Hold	\diamond	Financia
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