

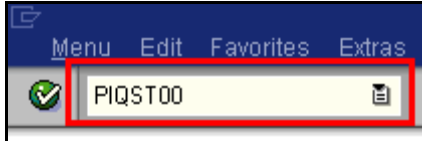
Process: Use this process when you need to stop a hold for a student.

Role: Authorized Personnel

Frequency: When Needed

BEGINNING

Enter the transaction code



PIQST00 <- Two zeros on the end

STUDENT FILE SCREEN

Student Number



Enter the student's **Student Number**

Press **Enter** to pull up the student's records

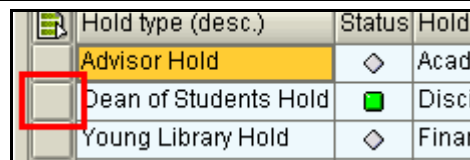
HOLD TAB

Make sure the **Holds** tab is displayed

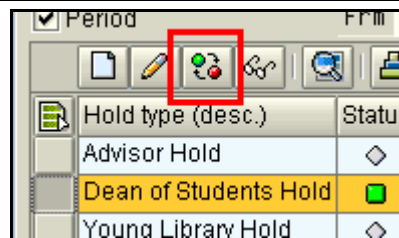


Note: The **Holds** tab is the default tab when you enter **Student File**

Click on the **Select** icon to the left of the hold you want to stop



Click on the **Activate <-> Inactivate** icon located on the **Holds** tab



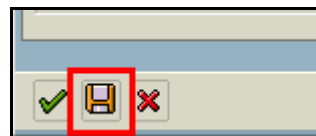
Start



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



PIQST00 Inactivate a Hold

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

Hold type (desc.)	Status	Hold Gr
Advisor Hold	◇	Academ
Dean of Students Hold	◇	Disciplin
Young Library Hold	◇	Financia

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

