

SOAHOLD – Holds

SOAHOLD – Add a Hold

1. Enter the following in the header bar:
 - a. ID: N#
2. Click Next Block
3. Click Record - Insert

The screenshot displays the Oracle Fusion Middleware Forms Services interface for SOAHOLD. The window title is "Oracle Fusion Middleware Forms Services: Open > SOAHOLD". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The "Record" menu is open, showing options: "Previous", "Next", "Scroll Up", "Scroll Down", "Clear", "Remove", "Insert", "Duplicate", and "Lock". The "Insert" option is highlighted with a yellow box. The main area shows a table of holds with the following data:

Hold Type	Amount	From	To	Reason	Release Indicator	Origination Code
76 Financial Responsibility Agree	.00	19-MAR-2017	02-APR-2017	Fin Resp Agreement 201820	<input type="checkbox"/> BURSAR_SERVICES	BUSA Business Affairs 918-444-2160
76 Financial Responsibility Agree	.00	19-MAR-2017	02-APR-2017	Fin Resp Agreement 201810	<input type="checkbox"/> BURSAR_SERVICES	BUSA Business Affairs 918-444-2160
70 Academic Advisor		23-FEB-2017	01-MAR-2017	Senior Checkpoint	<input type="checkbox"/> PODESTA	AC06 Academic Advisor 918-449-6241
53 Over 24 Hours with Deficiency		22-FEB-2017	01-MAR-2017		<input type="checkbox"/> SAISUSR2	FYE Univ Advising 918-444-3253
59 Major Declaration		22-FEB-2017	01-MAR-2017		<input type="checkbox"/> SAISUSR2	FYE Univ Advising 918-444-3253
15 Math0133 Skills Deficiency		22-FEB-2017	21-FEB-2017	Deficiency Resolved	<input type="checkbox"/> SAISUSR2	FYE Univ Advising 918-444-3253

At the bottom of the window, there is a status bar with the text "Insert" and "Record: 1/?". A large "MIDDLEWARE" watermark is visible in the background.

1. Enter the following:

- **Hold Type:**
 - 23 = University Advisor
 - 53 = Over 24 Hours with Deficiency
 - 70 = Academic Advisor
- **Reason:** Major Checkpoint, Senior Checkpoint, etc.
- **From:** Date defaults to today's date (attempt to keep consistent, i.e. after census, end of term, etc.)
- **To:** Defaults to 31-Dec-2099 (do not change)
- **Origination Code:**
 - FYE = UAC
 - AC## = Academic Advisor (see master list of advisors on M: drive for individual advisor codes)

2. Save

Oracle Fusion Middleware Forms Services: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (PROD)

Confidential
ID: N00 [REDACTED]

Hold Details

Hold Type:	76 Financial Responsibility Agree	Reason:	Fin Resp Agreement 201820	Release Indicator:	BURSAR_SERVICES
Amount:	.00	From:	19-MAR-2017	To:	02-APR-2017
		Origination Code:	BUSA Business Affairs 918-444-2160		
Hold Type:	70 Academic Advisor	Reason:	Senior Checkpoint	Release Indicator:	
Amount:		From:	22-SEP-2017	To:	31-DEC-2099
		Origination Code:	AC01 Academic Advisor 918-444-2901		
Hold Type:	76 Financial Responsibility Agree	Reason:	Fin Resp Agreement 201810	Release Indicator:	BURSAR_SERVICES
Amount:	.00	From:	19-MAR-2017	To:	02-APR-2017
		Origination Code:	BUSA Business Affairs 918-444-2160		
Hold Type:	70 Academic Advisor	Reason:	Senior Checkpoint	Release Indicator:	PODESTA
Amount:		From:	23-FEB-2017	To:	01-MAR-2017
		Origination Code:	AC06 Academic Advisor 918-449-6241		
Hold Type:	53 Over 24 Hours with Deficiency	Reason:		Release Indicator:	SAISUSR2
Amount:		From:	22-FEB-2017	To:	01-MAR-2017
		Origination Code:	FYE Univ Advising 918-444-3253		
Hold Type:	59 Major Declaration	Reason:		Release Indicator:	SAISUSR2
Amount:		From:	22-FEB-2017	To:	01-MAR-2017
		Origination Code:	FYE Univ Advising 918-444-3253		

Hold Type Code; press LIST for valid codes.
Record: 2/? | ... | List of Valu... | <OSC>