

Banner 9 Hold Process

This document will cover the hold form (SOAHOLD) in Banner 9.



1. Log into Banner by entering in your NetID and Password:



2. The landing page will display



3. Enter SOAHOLD in the Search box under Welcome.

09/05/2018

THE UNIVERSI ILLINOIS AT CHICAGO	TYOF	
≡	X Hold Information SOAHOLD 9.3.8 UL_SGHE090 (BAN9TRN) (2UIC)	🖺 ADD 🔒 RETRIEVE 🍰 RELATED 🕸 TOOLS
4	uz 📔 💊 👘	Go
	Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.	
٩		
E		
?		
A		
٩		
≞		

4. Enter the student UIN in the box and click Go

Hold Information SCAXHOLD 9.1.9 UL_SCHE090 (0/ Ko: 667319958 Milke TestKamowski	NOR2) (2016)						E 400	RETRIEVE A RELA	ILD OF TOOLS
· HOLD DETAILS							1	Circert E	Dalata 📲 Copy 👻
Hold Type * Hold Type Description	Hold Reason *	Reason Description	Amount	From *	To *	Origination Code *	Origination Code Description	Updated By	
1				08/28/2018	12/31/2099				
H 4 1 of t M 10 W ParPape									Record 1

5. If a student does not have a hold then the message "Query caused no record to be retrieved. Re-enter." will appear.

Add a Hold





1. Enter a hold type and press the tab key.

HOLD DETAILS									Diesert Dalers The Copy T.F.
fold Type *	Hold Type Description	Hold Reason *	Reason Description	Amount	From *	To *	Origination Code *	Origination Code Description	Updated By
;A	College Advising		-		06/28/2018	12/01/2099	2000	UIC College	
H 📲 1 of 1	► H SO ▼ FerFage	-							Record 1 c

2. Enter the hold reason and press the tab key

io: 66731905	8 Mike TestKamowski										Start Ove	
. HOLD DETAILS	67								Q inset	Delete	Re Capy	₩, Film
Hold Type *	Hold Type Description	Hold Reason *	Reason Description	Anount	From *	To *	Origination Code *	Origination Code Description	Updated By			
CA .	College Advising	CA .	Contact your college office		1 08/28/2018	12/01/2000	2000	UIC College				
14 4 1 of 1	t In H to ▼ Per Fage										Recor	t t at t
									_			

3. Do not enter an amount and tab to the start date. Change the Start Date and End Date if necessary.

ID: 66731905	8 Mike TestKamowski								Start Over	1
HOLD DETAIL	1								Dinsert Delete Te Copy Y, Fit	-
Hold Type *	Hald Type Description	Hold Reason *	Reason Description	Anuart	From *	741.	Origination Code *	Origination Code Description	Updated By	
CA	College Advising	CA	Contact your college office		08/26/2018	12/01/20090	2000	UIC College		
14 -4 1 0	t 🐌 🕺 🛛 to 🔻 Par Papa								Report 5 of	ř.

4. Click Save

ズ × Activity Date: 00/25/2018 12:00:00 AM

SAE

UNIVERSIT	YOF										
AT Chicago											
× Hold	Information SOAHOLD 9.3.8 UI_SGHE090	(BANDR2) (2UIC)							🖹 ADD 🛔 RETRIEVE	RELATED	TOOLS
ю: 6673190	158 Mike TestKamowski								Saved successfully (1 rows	saved)	
* HOLD DETAI	LS								() ins	ert 📕 Delete	¶∎ Copy Ϋ, F
Hold Type *	Hold Type Description	Hold Reason *	Reason Description	Amount	From *	To *	Origination Code *	Comación Code Descriptio	n Updated By		
CA	College Advising	CA	Contact your college office		08/28/2018	12/31/2099	2000	UIC College	MIKEK		
	it h N I Oar Dare				in a national sector						Record 1 o

5. The message Saved Successfully (# of records saved) will appear in the notification section.

<u>Remove a Hold</u>

X Held Information SDAHOLD #31 UL_SDHEDRE (BANDR2) (2UIC)	B 400	a remeve	A RELATED	Ø 100LS
ID: 05721E055 - Mike TestKamowski				50
Oet Staned: Complete the fields above and pilot. To search by name, press TAB from an ID field, enter your search otheria, and then press ENTER.				
 Enter the student UIN in the box and click GO 				

HOLD DETAILS								Dinsen D	iana 📭 Copy 👻 Fin
Hold Type * Hold Type Description	Hold Reason *	Reason Description	Amount	From *	To *	Origination Code *	Origination Code Description	Updated flo	
College Advising	CA	Contact your college office		08/26/2018	12/01/2099	2000	UIC College	Apr.	
H 🛋 1 of t 🕨 H. 🛛 10 🔻 Par Page									Record 1 of
 11: - h 1: - h 4 	لا امام ما مالد		امام مرمام	:	Delet	-			
Z. Highlight	the hold t	o pe remove	u and ci	ick on	Delet	e.			

THE UNIVI	ERSITY OF OIS									
UIC										
	X Hold Information SOAHOLD 9.3.8 U	_SGHEIMO (BANDR2) (2UIC)							E ADO B RETREVE	RELITED OTOOLS
	D. 667319058 Mike TestKamowski									Start Over
	* HOLD DETAILS								Cheet ED	elete 🖣 Copy 😯 Filter
	Hold Type * Hold Type Description	Hold Reason *	Reason Description	Amount	From *	30 * 12/3//2000	Origination Code *	Origination Code Description	Updated By	
	H T IP H 10 T P4r	Page			70000000	(15(1)16(1,8))				Record 6 of 1
	Activity Date: 09/28/2018 12	00.00 AM								SAVE

3. The highlighted hold will no longer appear on the screen. Click Save