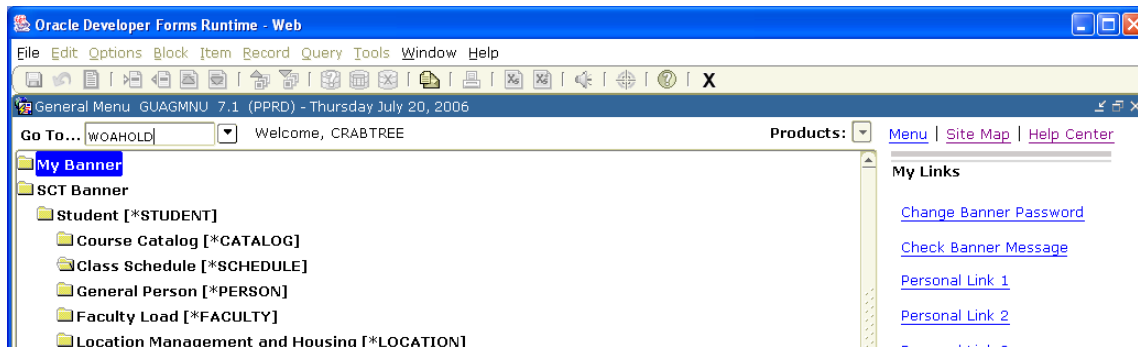


WOAHOLD

WOAHOLD allows you to:

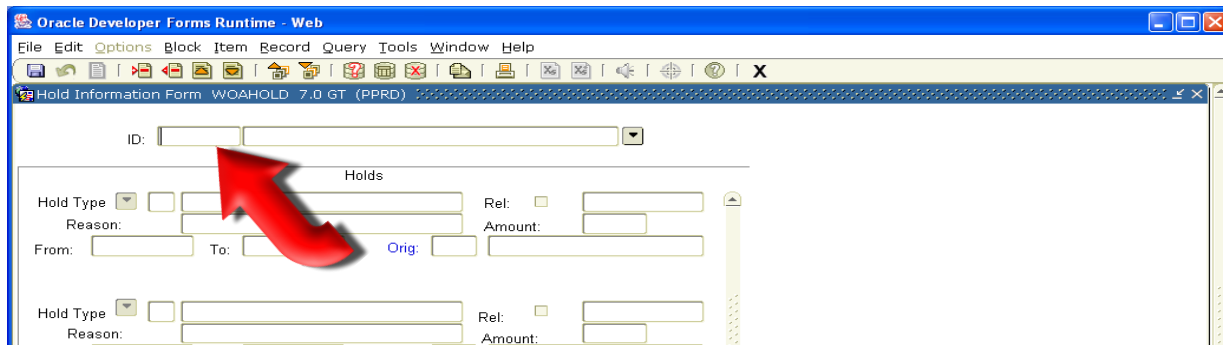
- View Holds
- Place Holds
- Remove Holds

Step 1: Type WOAHHOLD in the “Go To” field then press Enter

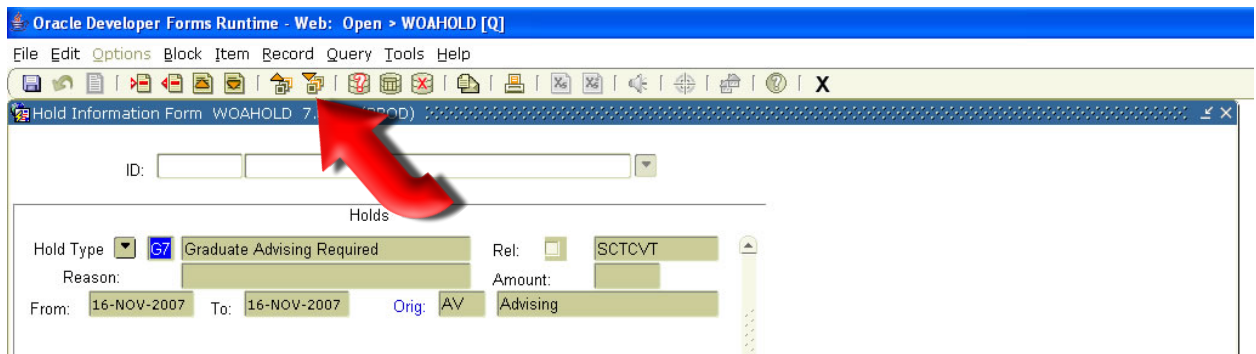


Step 2: Type Student’s ID or SSN Number in the “ID” field and press Enter.

Note: If student’s ID number is not available please refer to the note on Page 2 of the SPAIDEN instruction sheet.

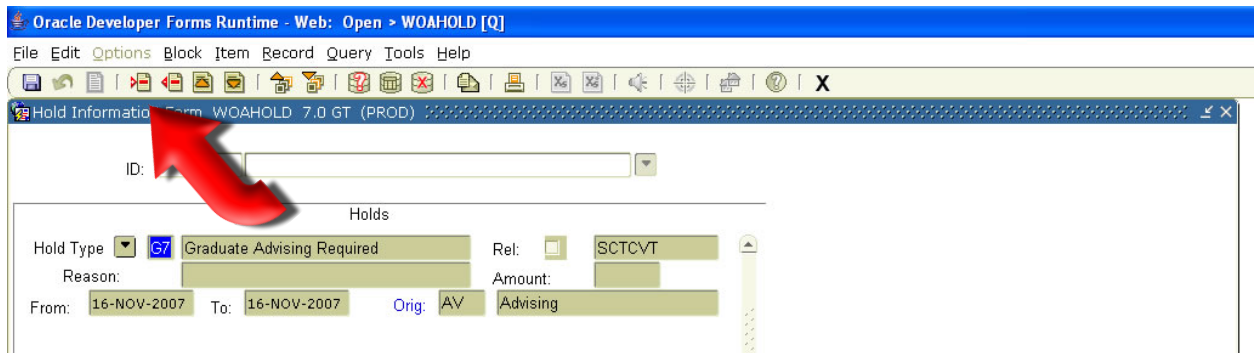


Step 3: Click the “Next Block” icon to view any active or inactive holds the student may have.

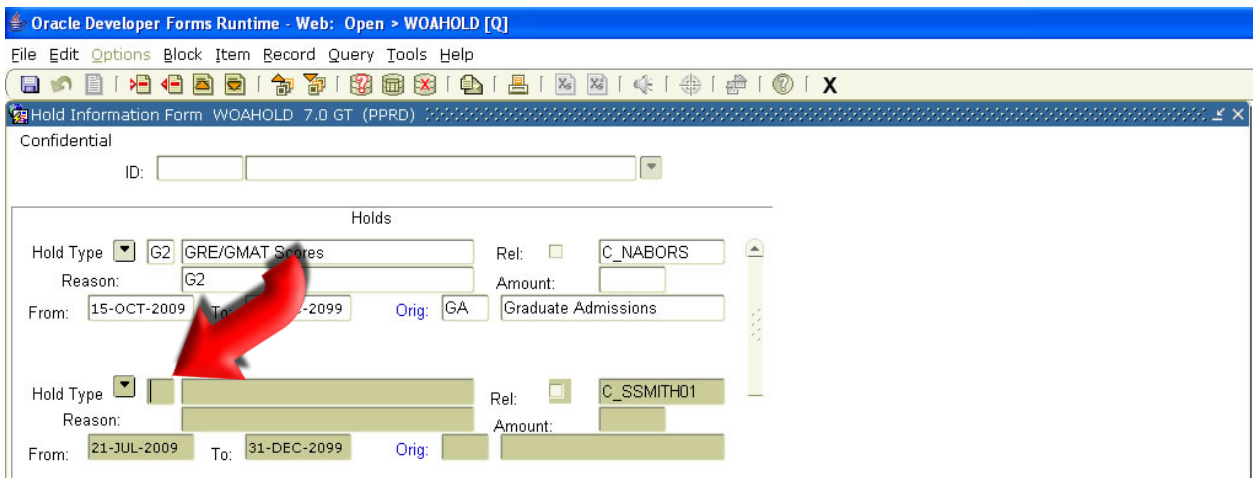


Placing a Hold

Step 1: After bringing up the student's hold information click on the “Insert Record” icon.



Step 2: Type in the hold you wish to place in the “Hold Type” field.



Note: Hold codes can be found at the following link: www.tarleton.edu/registrar/holdinfo.html

Step3: Tab over. The hold description will appear in the field next to the hold code. The “Reason” field is optional and not required to place to the hold.

Oracle Developer Forms Runtime - Web: Open > WOA HOLD [Q]

File Edit Options Block Item Record Query Tools Help

Hold Information Form WOA HOLD 7.0 GT (PPRD)

Confidential

ID: []

Holds

Hold Type [G2] GRE/GMAT Scores Rel: [] C_NABORS

Reason: G2 Amount: []

From: 15-OCT-2009 To: 31-DEC-2009 GA Graduate Admissions

Hold Type [] Rel: [] C_SSMITH01

Reason: [] Amount: []

From: 21-JUL-2009 To: 31-DEC-2009 Orig: []

Note: If you want the hold to start at a later date you can change the “From” date field to the desired later date. The “To” date can be left until the hold is removed.

Step 4: When you are satisfied with the hold information you have entered, click on the “Save” icon or press F10 to save the record you created.

Oracle Developer Forms Runtime - Web: Open > WOA HOLD [Q]

File Edit Options Block Item Record Query Tools Help

Hold Information Form WOA HOLD 7.0 GT (PPRD)

Confidential

ID: []

Holds

Hold Type [G2] GRE/GMAT Scores Rel: [] C_NABORS

Reason: G2 Amount: []

From: 15-OCT-2009 To: 31-DEC-2009 Orig: GA Graduate Admissions

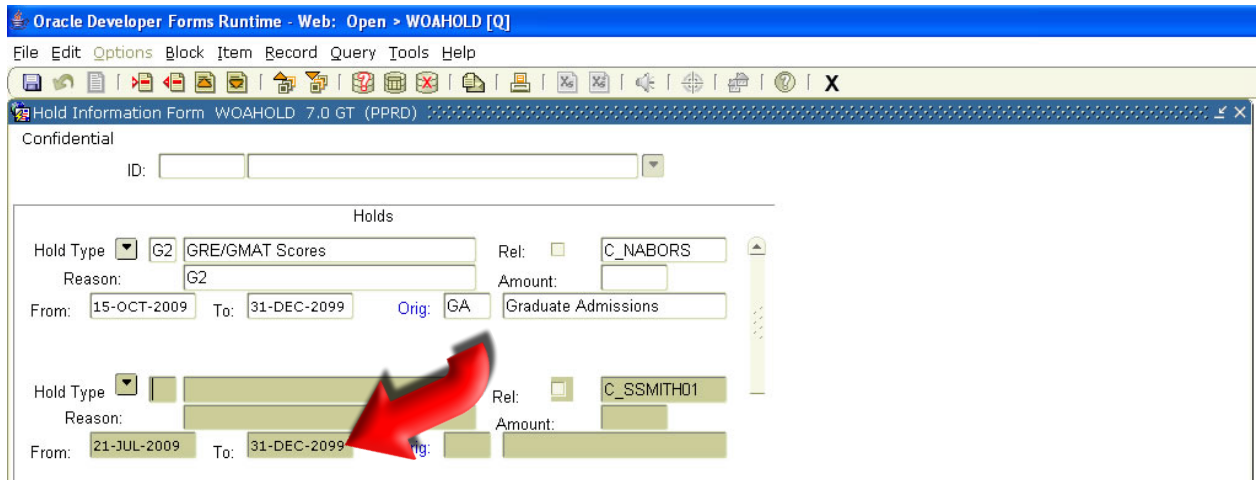
Hold Type [] Rel: [] C_SSMITH01

Reason: [] Amount: []

From: 21-JUL-2009 To: 31-DEC-2009 Orig: []

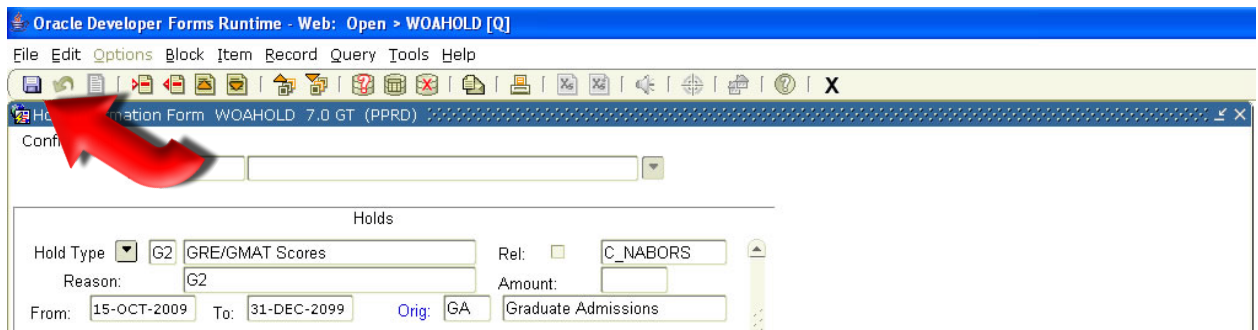
Removing a hold

Step 1: Change the “To” date to the previous day’s date.



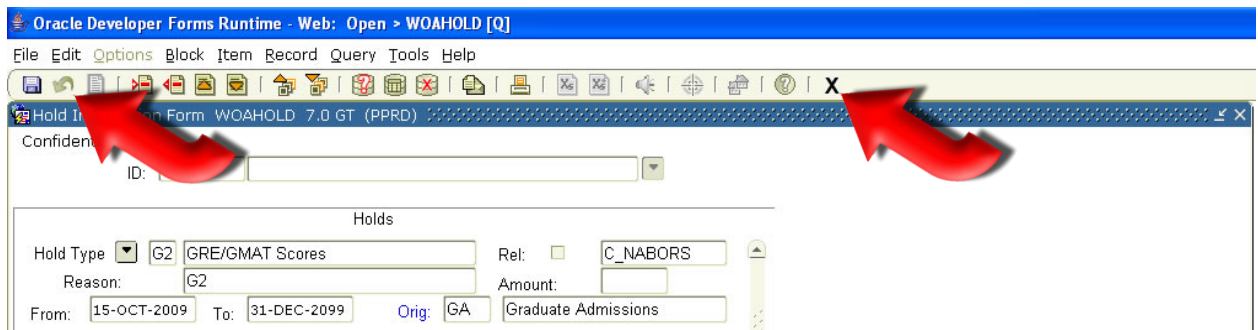
The screenshot shows the Oracle Developer Forms Runtime interface for a 'Hold Information Form'. The form is titled 'WOAHOLD 7.0 GT (PPRD)'. It contains a 'Confidential' label and an 'ID' field. Below this is a 'Holds' section with two entries. The first entry has a 'Hold Type' of 'G2', 'Reason' of 'GRE/GMAT Scores', 'Rel.' of 'C_NABORS', 'Amount' of an empty field, 'From' date of '15-OCT-2009', and 'To' date of '31-DEC-2009'. The second entry has a 'Hold Type' of an empty field, 'Reason' of an empty field, 'Rel.' of 'C_SSMITH01', 'Amount' of an empty field, 'From' date of '21-JUL-2009', and 'To' date of '31-DEC-2009'. A red arrow points to the 'To' date field of the second entry.

Step 2: Click on the “Save” icon or press F10 to save your changes and the hold will be lifted immediately.



The screenshot shows the same Oracle Developer Forms Runtime interface. A red arrow points to the 'Save' icon in the toolbar, which is represented by a floppy disk icon.

Note: If you need to place or remove a hold on another student click the “Rollback” icon on the left and repeat the required steps above. If you are done you can exit the form by clicking the black X on the right.



The screenshot shows the same Oracle Developer Forms Runtime interface. Two red arrows point to the 'Rollback' icon (a circular arrow) and the 'Exit' icon (a black X) in the toolbar.