

Hold Code Setup

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The Hold Code is tied to a customer tank to assist dispatchers with scheduling tanks and also give the driver a warning at the time of delivery if using a handheld. A customer can be placed on hold by entering a *Hold Date*, *Hold Code*, and a *Hold Release Date*. The Customer Hold Report lists the *Total Balance*, *Hold Date*, and *Hold Code*. The Hold Date List lists all customers with a *Hold Date* on the *Tank Information* window by *Hold Date* range and *Hold Code* range.

1. On the *Hold Code Maintenance* window, select **Create** to enter a Hold Code. To change a Hold Code, select a Hold Code and make any necessary changes.
2. Enter the *Division* the Hold Code is assigned.
3. In the *Hold Code* field, enter a unique identifier for the Hold Code. The Hold Code can be up to two numeric characters.
4. Enter a *Description* for the Hold Code.
5. Choose **Save**.