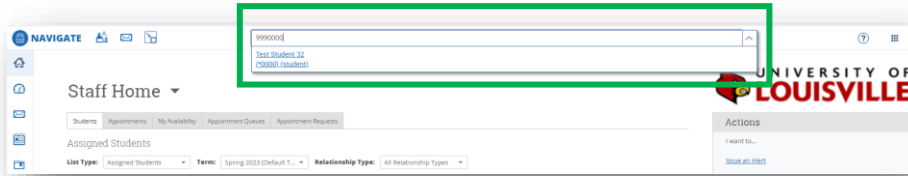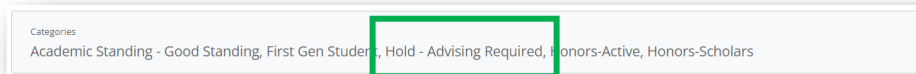# CardSmart Training

# Viewing and Searching for Students with Holds

1. Use the Quick Search to search for a student profile.

2. Once you find the student, you can locate any holds they have at the bottom of the screen in the **Categories** section. It is at the very bottom of the screen, so you might have to scroll down to find them.

3. Use the Advanced Search feature to find all students with a specific hold or all of your students with a specific hold. First, click the **Advanced Search** icon in your toolbar to the left of your screen. Once the Advanced Search opens the filters you can apply to narrow your search appear.
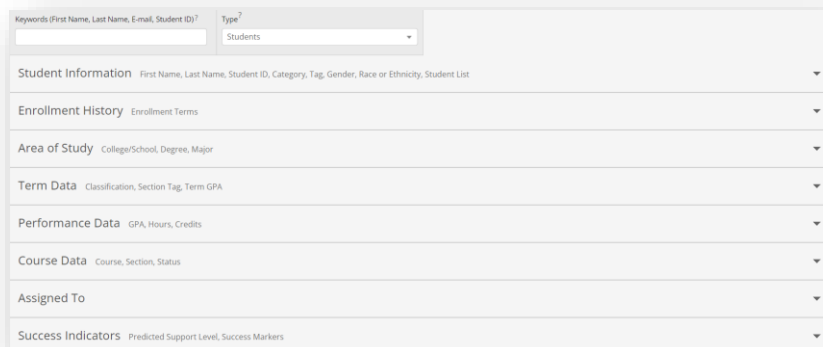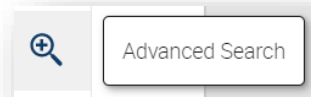
4. Select the "Student Information" drop down and find the holds you wish to check for under the **"Categories"** section. By clicking the plus icon next to "Category (In Any of these)," you will be able to search for students with one tag **or** another tag, one tag **and** another tag, as well as students that do not have a specific tag. In the tag box, if you type "Hold," you will see all of the available holds in PeopleSoft.

5. In addition, you can select yourself or another person as the advisor by checking the "My Students Only" box at the bottom or by entering an advisor in the "Assigned To" field. This will allow you to search for only your students or another advisor's students.