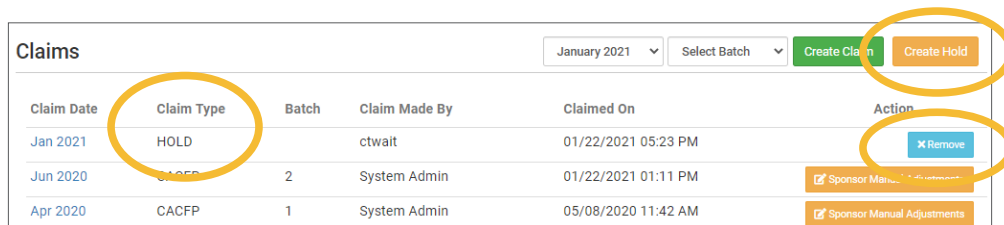


## Process Claim: Put a Claim on Hold

### To put a claim on hold:

- Click on “Process Claim” on the main dashboard.
- Select the month/year of the claim and click the orange “Create Hold” button.
- This claim will now be skipped and the claim type will be listed as HOLD. It will also display the date and time and who the hold was placed by.
- To release the hold, just click the blue “Remove” button to the right of the claim.



| Claim Date | Claim Type | Batch | Claim Made By | Claimed On          | Action                                     |
|------------|------------|-------|---------------|---------------------|--|
| Jan 2021   | HOLD       |       | ctwait        | 01/22/2021 05:23 PM | <a href="#">Remove</a>                     |
| Jun 2020   | CACFP      | 2     | System Admin  | 01/22/2021 01:11 PM | <a href="#">Sponsor Manual Adjustments</a> |
| Apr 2020   | CACFP      | 1     | System Admin  | 05/08/2020 11:42 AM | <a href="#">Sponsor Manual Adjustments</a> |