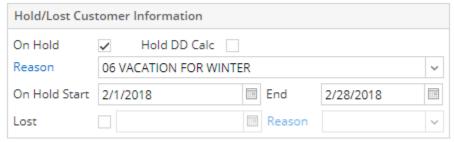
How to Put a Delivery On Hold

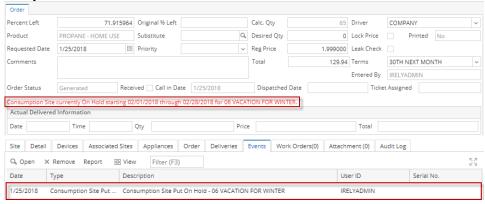
This feature can be used to put a delivery to a certain consumption site on hold for various reasons and for a specific date range. For a newly created consumption site, **On Hold Information section** fields are disabled by default.

- 1. Open a Consumption Sites record.
- 2. On the Site tab > On Hold Information panel, select the On Hold checkbox button. This will enable the other On Hold Information fields.
- 3. Enter other on hold details like Reason, On Hold Start date, and On Hold End date. You can also select the Hold DD Calc if needed.



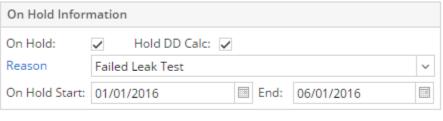
4. Save the changes in the Consumption Sites record.

The on hold site will show a red tag on the **Order tab** if there is an open order and an auto-generated event will be displayed on the **Event History tab**.



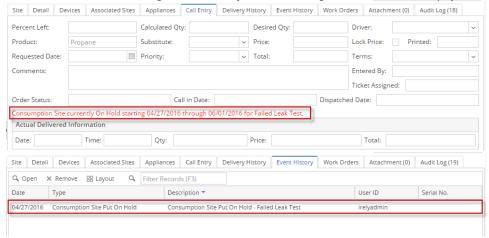
This feature can be used to put a delivery to a certain consumption site on hold for various reasons and for a specific date range. For a newly created consumption site, **On Hold Information section** fields are disabled by default.

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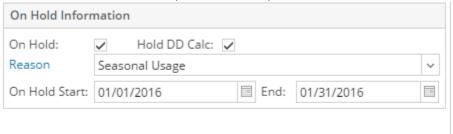
4. Save the changes in the Consumption Sites record.

The on hold site will show a red tag on the Call Entry tab and an auto-generated event will be displayed on the Event History tab.



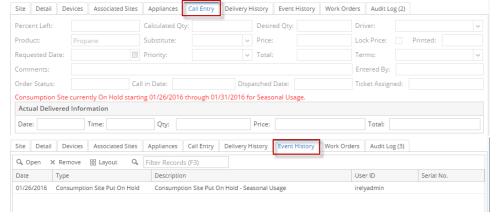
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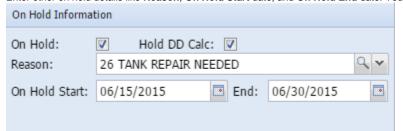
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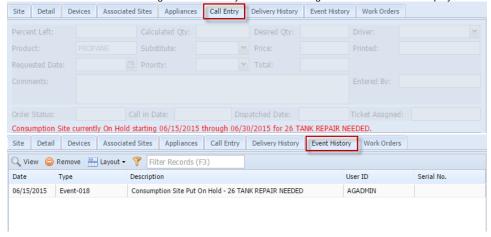
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The on hold site will show a red tag on the Call Entry tab and an auto-generated event will be displayed on the Event History tab.

