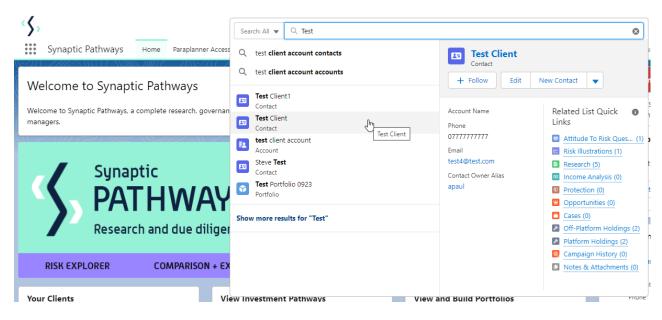
Creating a Generic Holding

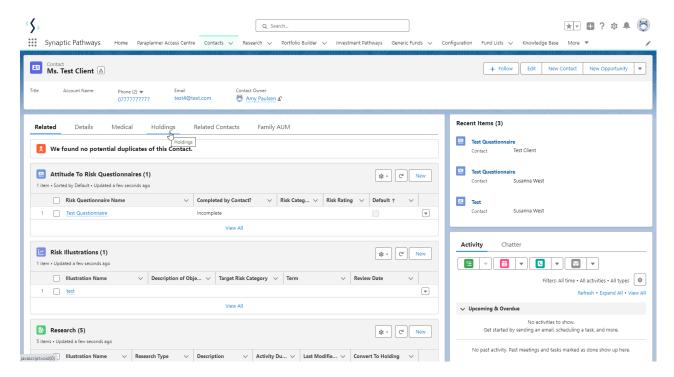
Last Modified on 13/02/2024 3:35 pm GMT

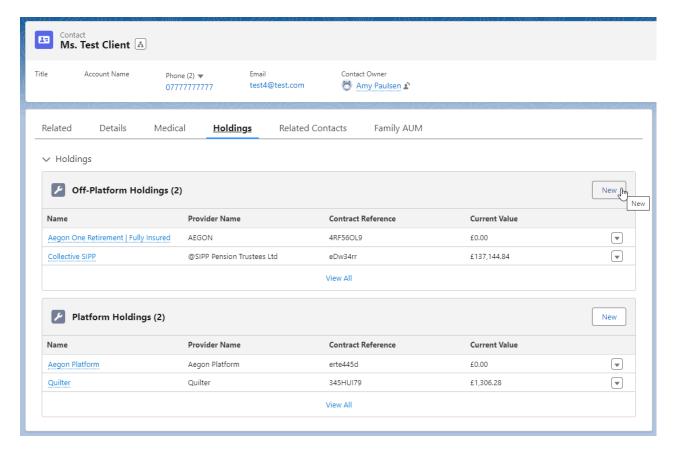
Create a New Contact or load an existing record:



This will open the contact record.

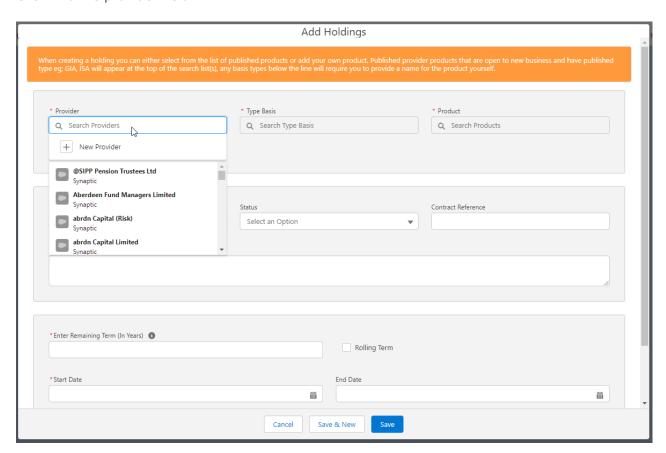
Click into the **Holdings** tab and click **New** under the Off-Platform or Platform Holdings area:



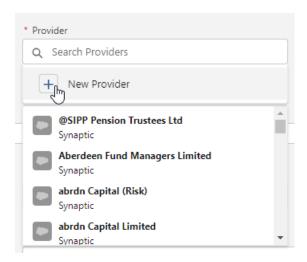


As we are creating a generic holding, the provider/product is not available on our database. You are able to create a new provider and product which can be used throughout the Pathways system.

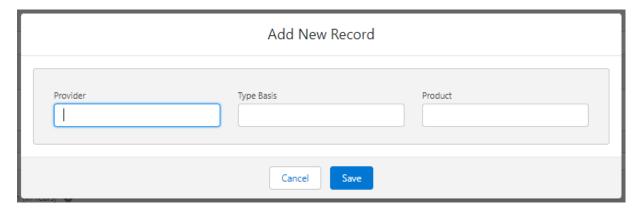
Click into the provider field:

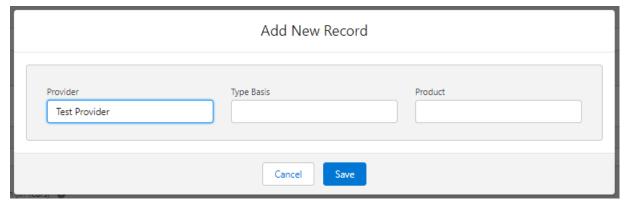


Click + New Provider

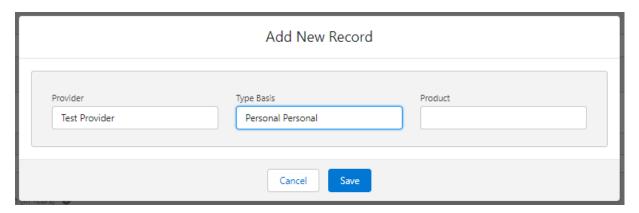


Complete the **Provider** field:

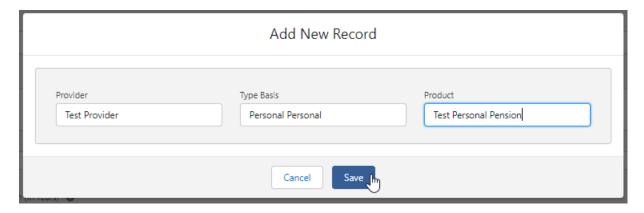




Type Basis

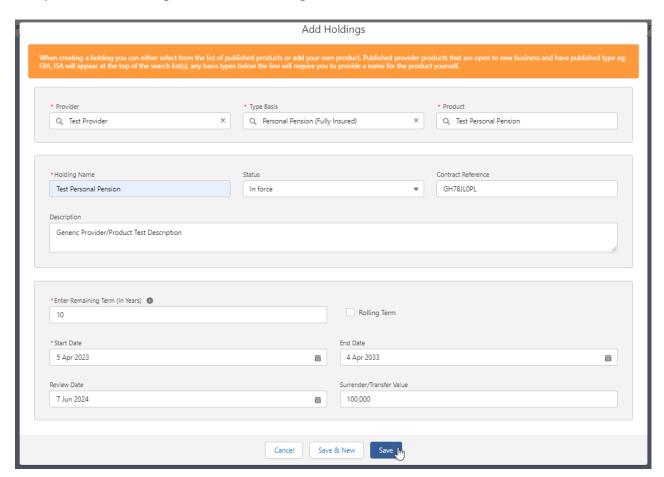


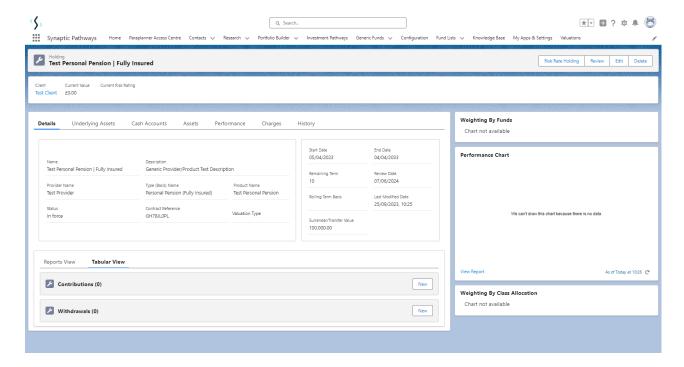
Product and Save:



This will populate the details in the **Add Holding** screen.

Complete the remaining fields before clicking **Save**





For more information on Generic Holdings, see the next article Generic Holdings - Contributions