Workflows Tip of the Week



Module: Circulation

Summary: Suspending Holds

Note: You can suspend and unsuspend one or more holds for a patron by using Modify Holds for User.

Instructions:

1. Click the Modify Holds for User wizard.



- 2. Enter the patron's User ID.
- 3. In the resulting screen, check the check box to the left of each hold that you want to suspend.

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Acquisitions Cataloging Circulation Configuration Offline Outreach Reports Requests Reserves Selection Serial Control Utility	
Renew Item Modify Holds for User	- 🗆 ×
🖗 Item Search and Dis 🏂 💩	
Billing a User Alerts	
Paying Bills Name: Tony	
Check Item Status	
Image: The second se	
Print Identify User	
Users (3) User ID: 333	
Items S List of Holds	
Holds (8) Select All	
Place Hold Modify jitle Recall Pickup at Pickup by Expires Status Comment Record Suspended Ur	
Place Blanket Hold Handel/H NO SAILS 6/12/2007 (available) NEVER	NEVER NEVER
😤 Display User Holds	
f Modify Holds for User	
Remove User Hold	
😪 Display Title Holds	
B Display Item Holds	
W Modify Holds for Item	
🙀 Remove Item Hold	
Trap Holds	
Special Get User Modify Another	
In-Transit Items	

4. Click the Modify button at the bottom of the screen.

Modify Holds fo	User : Tony	-		×
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-Modify Holds	16105			1
C				
O Allow Re	all 🔿 No Recall 🔿 Recall now (RUSH)			
Pickup at:	Expires:			
Pickup by				
Date suspen	ed: 🛛 🚸 Date unsuspended: 🛞			
Commonte (Append O Replace O Remove			
Comment: \$	Append to Kepiace to Kemove			
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OK Cancel				

- 5. Select a date to suspend the hold by using the gadget to the right of the Date Suspended box.
- 6. Select a date to unsuspend the hold by using the gadget to the right of the Date Unsuspended box.
- 7. Click OK.