Workflows Tip of the Week

Module: Circulation

Summary: **Default Pickup for Holds**

Note: The pickup location for a patron's hold always defaults to the Library that is listed in the Basic info tab of the patron record.   If a patron moves to your community be sure to update the library in the Basic info tab as well as Demographics and Address. The system is set up so that local holds are filled first and if the library in the Basic info tab is not updated items can be put in transit unnecessarily. For example a patron lived in Attleboro but moves to Hanson. If the library is not updated, Attleboro's copy will always be selected to fill that patron's hold even if Hanson has an available copy.

Instructions:

1. Click on the Modify User Wizard.

2. Click the Basic Info tab.

3. If the library is not correct, click on the down arrow and select the correct library.
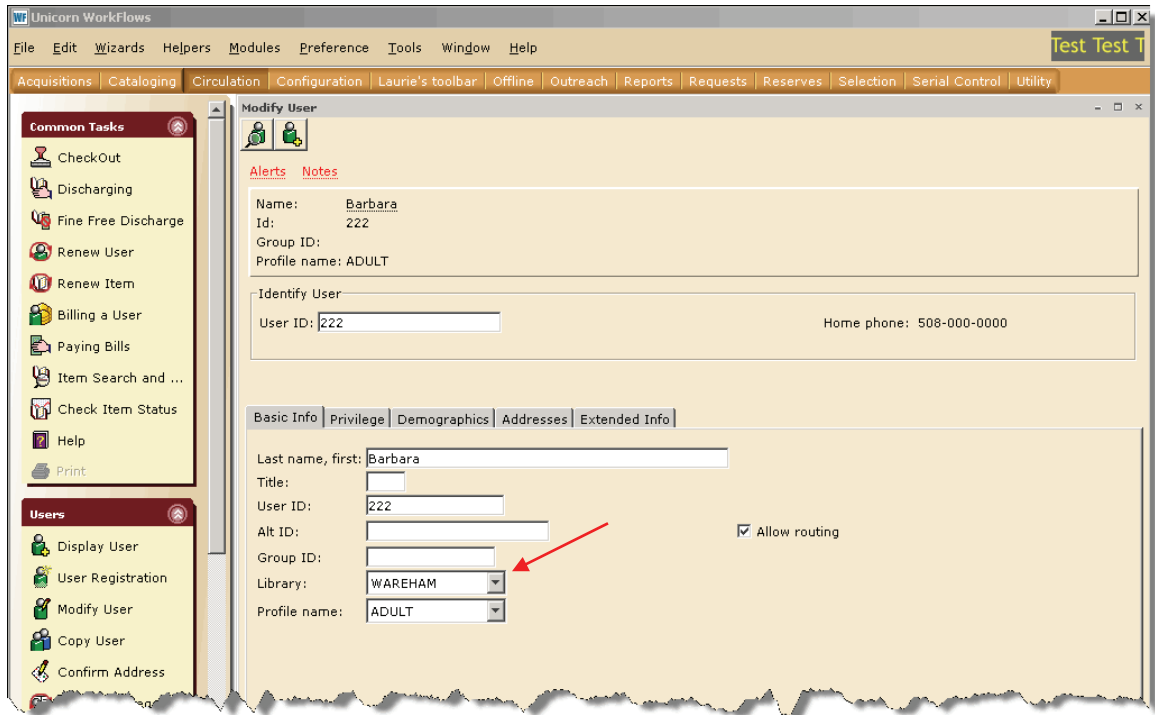
4. Click the Demographics tab and make sure the correct community is selected in UserCat2.

5. Click the Modify User button at the bottom of the screen.