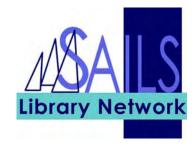# Workflows Tip of the Week

Module: Workflows

Summary: Another great use for Check Item Status

Note: Often in the Virtual Catalog you need to know the expiration date of a hold in our system. Using Check Item Status is the quickest and easiest way to do so.

Instructions:

1. Open the Check Item Status wizard

2. Search for your item, either by using the barcode or performing a search with the Item Search helper

3. If the item is on hold, you can see the expiration date, when the hold was placed, etc., as shown below:

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