


Workflows Tip of the Week

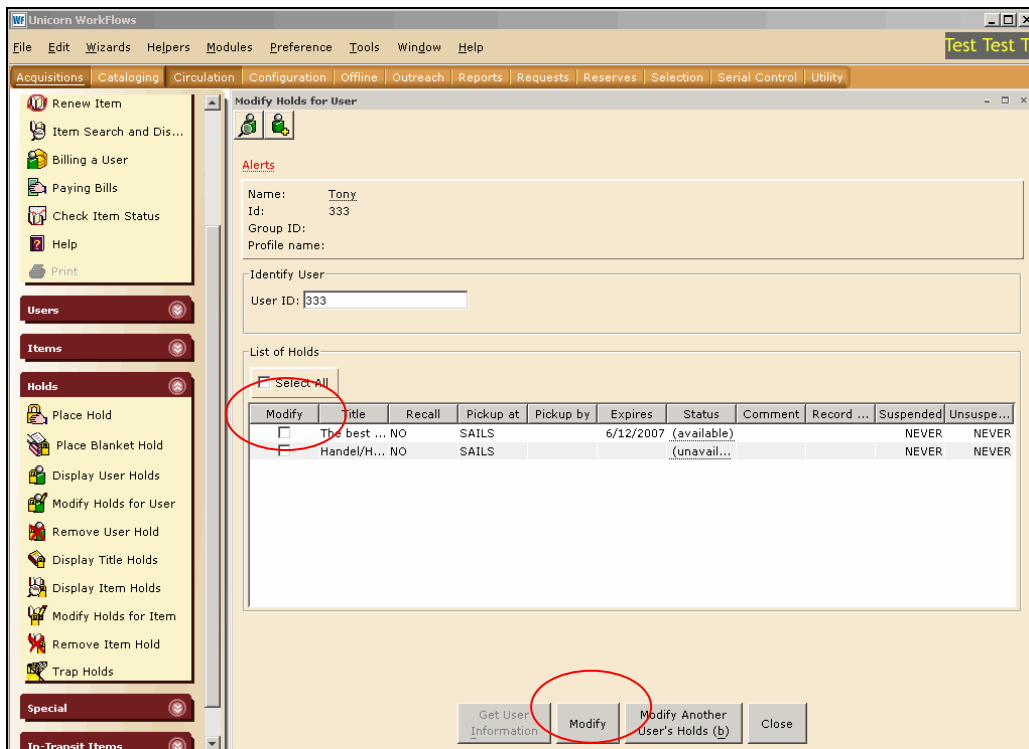
Module: Circulation

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.



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

Modify Holds for User : Tony

Modify Holds Fields

Allow Recall No Recall Recall now (RUSH)

Pickup at: [dropdown] Expires: [calendar icon]

Pickup by: [calendar icon]

Date suspended: [calendar icon] Date unsuspended: [calendar icon]

Comment: Append Replace Remove

[text input]

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.