




Workflows Tip of the Week

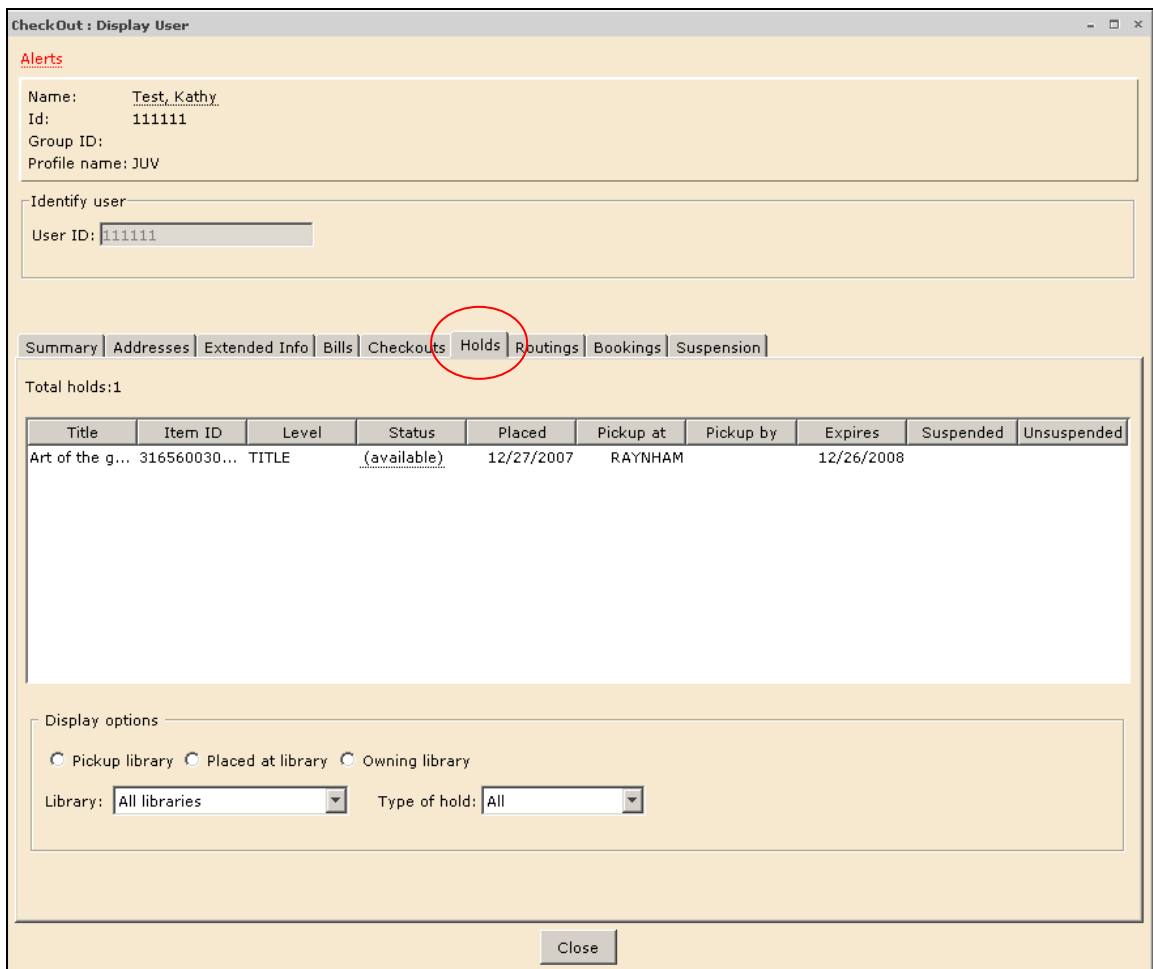
Module: Circulation

Summary: **Viewing available patron holds while in CheckOut**

Note: To view patron holds while in CheckOut, make sure your Display User property is checked in the CheckOut wizard.

Instructions:

1. Click the **CheckOut** wizard and enter a **User ID**.
2. Click the **Display User** helper. . The patron record appears.



The screenshot shows a web application window titled "CheckOut : Display User". It contains several sections:

- Alerts:** Name: Test, Kathy; Id: 111111; Group ID: ; Profile name: JUV
- Identify user:** User ID: 111111
- Navigation tabs:** Summary, Addresses, Extended Info, Bills, Checkouts, **Holds** (circled in red), Routings, Bookings, Suspension
- Total holds:** 1
- Table:**

Title	Item ID	Level	Status	Placed	Pickup at	Pickup by	Expires	Suspended	Unuspended
Art of the g...	316560030...	TITLE	(available)	12/27/2007	RAYNHAM		12/26/2008		
- Display options:** Radio buttons for Pickup library, Placed at library, and Owning library. Library: All libraries; Type of hold: All
- Close** button at the bottom.

3. Click the **Holds** tab to view the patron holds.