Workflows Tip of the Week
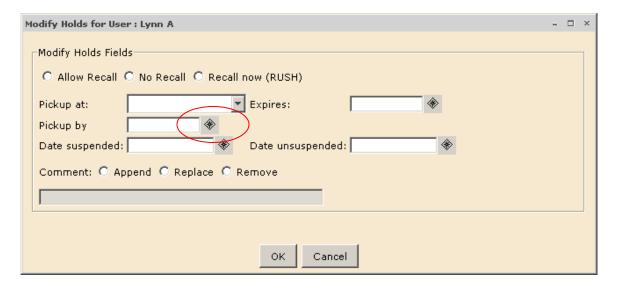
Module: Circulation

Summary: **Editing the hold pickup date**

Note: Holds are available, usually, for 10 calendar days. In special circumstances, you can, however, edit the available hold expiration date (pickup date).

Important: In the properties for this wizard, in the Behavior tab, the "Allow editing of Pickup By date" box must be checked.

Instructions:

1. Click the **Modify Holds for User** wizard.

2. Enter the **User ID**.

3. Select the hold that you want to modify and click the M**odify** button. The following screen appears:

4. Click the gadget near the **Pickup By** field and use the pop-up calendar to set a new Pickup By date. Click **OK**.

5. Click **OK** again.

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