

# 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 **Modify** button. The following screen appears:

A screenshot of a software dialog box titled "Modify Holds for User : Lynn A". The dialog box has a light beige background and a standard window border with minimize, maximize, and close buttons in the top right corner. Inside the dialog, there is a section titled "Modify Holds Fields" which contains several controls: three radio buttons for "Allow Recall", "No Recall", and "Recall now (RUSH)"; a "Pickup at:" dropdown menu; an "Expires:" text field with a calendar icon; a "Pickup by" text field with a calendar icon (this field and its icon are circled in red); a "Date suspended:" text field with a calendar icon; and a "Date unsuspended:" text field with a calendar icon. Below these fields are three radio buttons for "Comment:" with options "Append", "Replace", and "Remove", followed by a text input area. At the bottom of the dialog are "OK" and "Cancel" buttons.

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.