

# Workflows Tip of the Week

## Module: Circulation



### Summary: **Place Blanket Hold**

**Note:** To place a blanket hold, you need to select each copy of the title you want. Be sure that the level is Copy and that the range is Group.

### Instructions:

1. Click the **Place Blanket Hold** wizard and enter a **User ID**.

A screenshot of the "Place Blanket Hold" dialog box. It contains fields for "Blanket ID" (set to NEW), "Copies needed" (set to 5), "Pickup at" (set to SAILS), and "Expires" (set to 09/12/2008). Below these are radio buttons for "Level" (Copy selected, Title unselected) and "Range" (Library unselected, Group selected, System unselected). "OK" and "Close" buttons are at the bottom.

2. Enter the copies needed, pickup location, and expiration date.
3. Click the **Item Search** helper and find the title you want.
4. Highlight an available copy and click the **Add Items to Item List** button.
5. Enter your pickup library.
6. Click the **Add to List** button at the bottom of the screen.
7. Repeat steps 3 through 6 until you have selected all your copies.
8. Click the **Place Blanket Hold** button.

A screenshot of the "List of Holds" dialog box. It features a "Select All" checkbox and a table with columns: Remove, Blanket ID, Title, Level, Reserve, Status, Pickup at, Suspended, and Unsuspended. The table contains six rows of hold data.

Remove	Blanket ID	Title	Level	Reserve	Status	Pickup at	Suspended	Unsuspended
<input type="checkbox"/>		The last ju...	TITLE	N	(unavailable)	SAILS	NEVER	NEVER
<input type="checkbox"/>	hold-1364	Meet The ...	COPY	N	(unavailable)	SAILS	NEVER	NEVER
<input type="checkbox"/>	hold-1364	Meet The ...	COPY	N	(unavailable)	SAILS	NEVER	NEVER
<input type="checkbox"/>	hold-1364	Meet The ...	COPY	N	(unavailable)	SAILS	NEVER	NEVER
<input type="checkbox"/>	hold-1364	Meet The ...	COPY	N	(unavailable)	SAILS	NEVER	NEVER