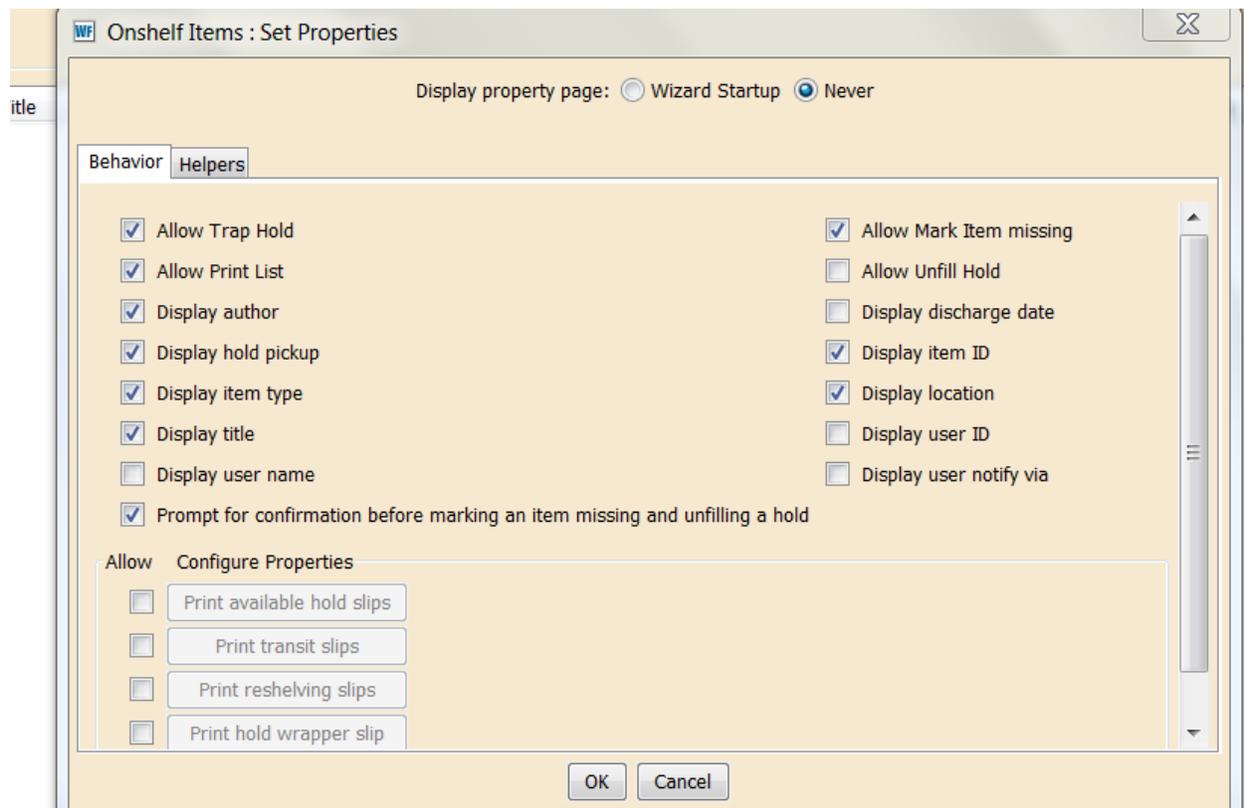


## Circulation Tech Tip – On Shelf items Wizard

The Onshelf Items wizard is used to display items from the in your library on which there are holds. Rather than viewing the output of the RHA report from the finished report list or emailing the output to individual users, you can view the output from a single wizard on the Circulation toolbar.

You can select an item in list and perform these next steps: trap a selected hold or mark a selected item missing. The Onshelf Hold Items list is updated in real-time as holds are placed, cancelled, or suspended/unsuspended manually throughout the day. The Onshelf Hold Items list on the screen will be static until you refresh it. Once you refresh the screen, you will see any updates.

You can optionally print all items in the list. Before you begin using this wizard you should update the properties to determine what fields display when you print the list of items. You must be logged in as Tech. Right click on On Shelf Items. Click on Behavior. Select the fields you want displayed (note SAILS does not have the Unfill Hold option activated) Click on OK



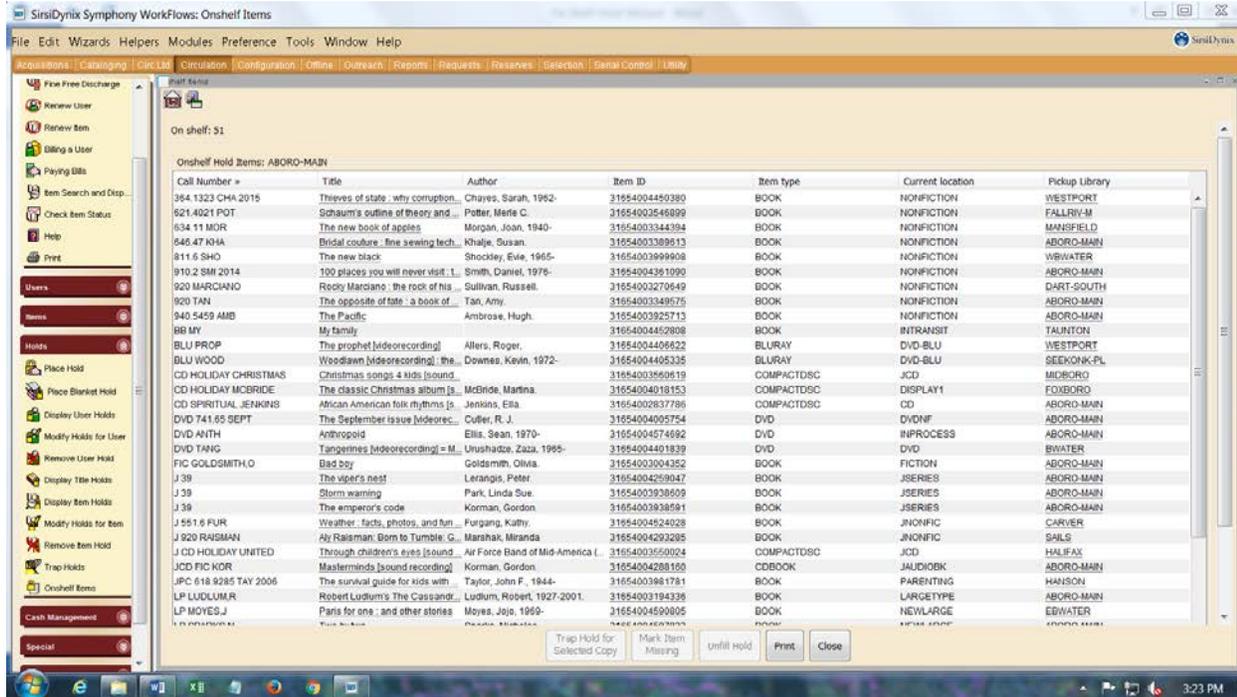
## To display the Onshelf Items list

- 1 In the **Holds** wizard group, click the **Onshelf Items** wizard.
- 2 In the **Onshelf Items** window, the wizard displays a table that lists onshelf items with holds that can be filled by the station login library. The **Onshelf** field above this table displays the number of hold items in this list.  
Depending on the selections made in wizard properties, the following information may

display for each hold: call number, title, item ID, item type, current location, date/time discharged, and pickup library. You can click the column headers to sort the Onshelf Hold Items list.

For example, you can sort the list by the Notify Via field (if configured to display). This way, you can sort all of the users together that are notified by PHONE, making it much easier to call the users.

- Depending on how wizard properties are set, you can perform the followings actions for a hold. Select the hold in the list, right-click and select an option from the right-click menu. Or, you can click a next step button.



- **Trap Hold for Selected Copy** — If you click this button, the Current Status of Item window opens. To confirm the proposed action, click **Make Hold Available**, and the selected item will be trapped for the hold. If you click **Cancel**, the hold is not trapped, and you are returned to the list.
- **Mark Item Missing** — If you click this button, the selected item will be marked as MISSING. If configured in properties to display, a “Do you wish to continue with Mark Item Missing?” message displays. Click **OK** to mark the item MISSING, and the Onshelf Hold Items list is updated. If you click **Cancel**, the item is not marked MISSING, and you are returned to the list.
- **Print** — If printing is configured for your workstation, when you click this button, the entire Onshelf Items list for the selected library(ies) prints. If you sort the list by home location you can insert a page break between locations if different staff members select items from different parts of the library.
- **Close** — Click this button to exit the wizard.