Modify Holds for Item

The Modify Holds for Item wizard guides you through the process of modifying a hold placed on an item.

1. *Click* on Holds Maintenance Group.
2. *Click* on Modify Holds for Item.

   Modify Holds for Item: Item Search screen displays.

3. *Scan* in the barcode or *use* the Item Search helper.

4. If a list displays, *select* your item and *click* OK.

   Modify Holds for Item screen displays.

5. *Click* in the check box next to the item you wish to modify.

   Modify Holds for Item screen displays.

   You may *modify* the following information.

   - Pickup Library
   - Expires (expiration date)
   - Date Suspended (suspend hold dates for a period of time)
   - Date unsuspended
   - Comment (Add, Append, Replace, or Remove comment)

6. *Click* OK

7. *Select* from options:

   Note: For more detailed information or specific questions, use HELP wizard.