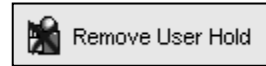1. *Click* on Holds Maintenance Group.

2. *Click* on Remove User Hold Wizard.

   Remove User Hold screen displays.

3. *Select* the appropriate user.

4. *Click* in the check box next to the title you will remove or *click* on Select All to choose all titles.

5. *Click* the Remove Holds button.