# Trap Holds Wizard

The Trap Holds wizard is used to **make holds available that are *on the shelf (status Available)*.** These items must then be selected with the **List Onshelf Items with Holds** report before the Trap Holds wizard can be functional.

> **Notes:** *Contact your ITC support to set desired HOLD policies and HOLD maps before using this wizard. On-shelf holds **must** be enabled. In a multilibrary setting, items needed to satisfy holds at one library may be on the shelf at one or more libraries, policies will determine what items will satisfy the hold.*
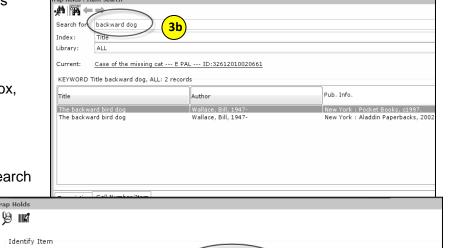>
> **List Onshelf Items with Holds (Circulation tab) -** *This report identifies materials with holds that are on the shelf and selects a specific library's copy to be designated for a specific hold. Report should be scheduled to run daily for the library using Trap Holds wizard.*

**To trap holds**

1. Click the **Holds Maintenance** group wizard.
2. Click the **Trap Holds** wizard.
3. Do **one** of the following.

   a. In the I**tem ID** box, scan the item's barcode (**Trap Holds** will occur).

   b. Type the item ID in the **Item ID** box, and click **Trap Holds**.

   c. Use the **Item Search** helper to search for the item. If a list displays, select the item you want, and then click **Trap Holds**.

   d. If the **Current** button is available, click the button to select the last item record that was displayed, modified, or added. (**Trap Holds** will occur).
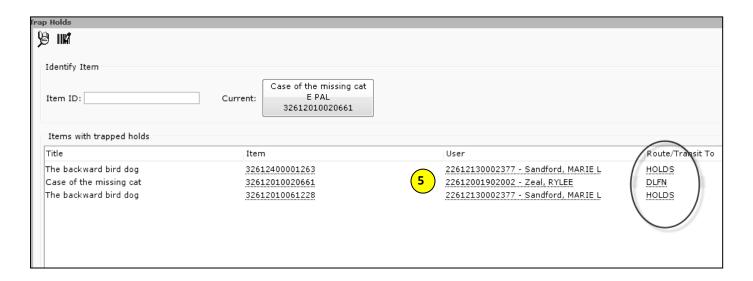
4.  The item is trapped to fill a hold, and is added to the **Items with Trapped Holds** list.



5.  Review the **title**, **user, routing, and destination library information** using the *glossary* links.

6.  After the hold has been trapped, select one of the following options:

    a.  **Clear List** to clear the Trapped Holds list.

    b.  **Close** to exit the wizard.

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