

Manage holds

- Choose 'Manage Holds' from the Function dropdown
- Under Item Location in the Manage holds screen, select 'All' otherwise holds for only our location will show up
- Click on the View Outstanding Holds

Go Tools Reports Admin Window Help

FUNCTION **Manage Holds**

Print Export Update Refresh

Limits

Holds placed between and

Pickup date between and

Hold Status:

On Hold

Frozen/Inactive

In Transit

On Holdshelf

Special Limits:

None

Eligible for paging

No active items or orders

Orders but no items

Pickup Location:

Locations Served

All

Select Location

Item Location:

Locations Served

All

Select Location

[View Outstanding Holds](#)

- You can change a few sort parameters by right clicking on the small icon next to each column header (for example change the 'Not Needed Before' to 'Not Needed After')
- Then you can sort by Status by clicking on the column header

Outstanding Holds Placed Between 08-01-2017 and 08-10-2022
 Wednesday August 10 08:42AM
 OUTSTANDING: 180 ON HOLDSHELF: 0
 BIB LEVEL: 1 ITEM LEVEL: 179

All	#	Pickup D...	Not Needed After	Patron Info	Title	Call No.	Location	Pickup Location	Status
<input type="checkbox"/>	1			IT DEPARTMENT p1123281x marjorie.dejong@pioneerland	T9 Franklin mobile hotspot / distributed by T-Mobile.	HOTSPOT	moeq	pa	(!) ON HOLDSHELF
<input type="checkbox"/>	2			IT DEPARTMENT p1123281x marjorie.dejong@pioneerland	T9 Franklin mobile hotspot / distributed by T-Mobile.	HOTSPOT	mieq	pa	(!) ON HOLDSHELF
<input type="checkbox"/>	3			IT DEPARTMENT p1123281x marjorie.dejong@pioneerland	T9 Franklin mobile hotspot / distributed by T-Mobile.	HOTSPOT	wleq	pa	(!) ON HOLDSHELF
<input type="checkbox"/>	4			IT DEPARTMENT p1123281x marjorie.dejong@pioneerland	T9 Franklin mobile hotspot / distributed by T-Mobile.	HOTSPOT	ryeq	pa	(!) ON HOLDSHELF
<input type="checkbox"/>	5			SOUTHEASTERN LIBRARIES COOP. p10400783 mscott@selco.info	The twisted witch and other spooky riddles / David A. Adler ; illustrated by Victoria Chess.	J 818.54 ADL	apjnf	pa	(-) AVAILABLE
<input type="checkbox"/>	6			Dakota County Library System-ILL p10539943 ill@co.dakota.mn.us	The collected short stories of Louis L'Amour. Volume 6, Part 2. Crime stories / Louis L'Amour.	PB LAMOUR	grap	pa	(-) AVAILABLE
<input type="checkbox"/>	7			OCLC/ALA p10565632 320-235-6106	Alf. Season one [videorecording] / Alien Productions, Inc. ; producer, Paul Fusco ; directors, Tom Patchett ... [et al.].	DVD ALF	apaac	pa	(-) AVAILABLE
<input type="checkbox"/>	8			OCLC/ALA p10565632 320-235-6106	Eleven hours / Paulina Simons.	SIMONS	spaf	pa	(-) AVAILABLE