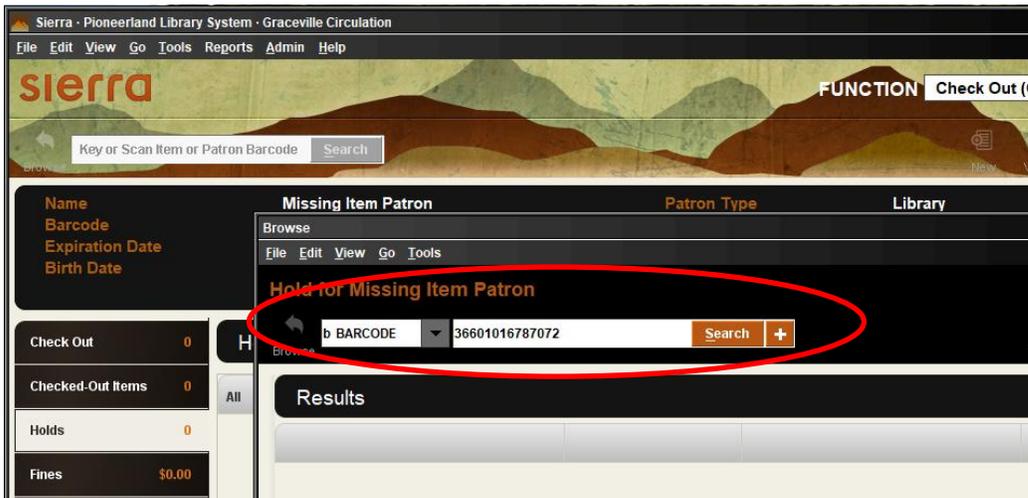


Change an item status to missing

Bring up the missing item patron record (n missing) then click on the 'Holds' tab

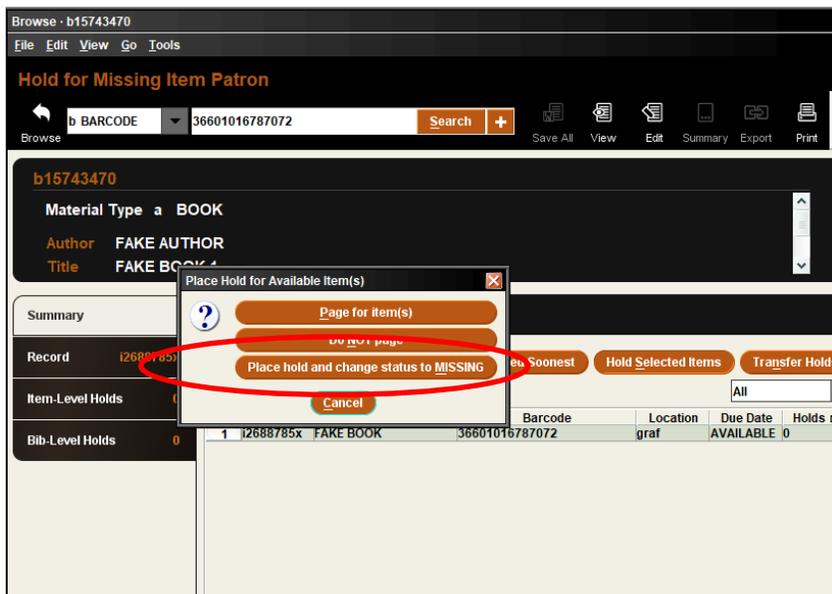


Click on 'Add Holds' then change the dropdown to barcode if you are searching for a barcode



When the item comes up, make sure the correct item is selected and click on 'Hold Selected Items'

When the 'Place Hold for Available Item(s) window pops up, click on 'Place hold and change status to MISSING'



Click on 'OK' on the Place an Item-level Hold window that pops up next

Place an Item-level Hold

Patron: Missing Item Patron p10545979

Pickup Location: Graceville Public Library

Not Wanted Before: - -20

Not Wanted After: - -20

Hold Note:

OK Cancel

Once the hold is placed on the Missing Item patron account, click on the hold in the holds tab and click on 'Cancel Holds' button

Name Missing Item Patron Patron Type Library
Barcode 1234 City/Township Not used
Expiration Date 10-01-2029 Telephone
Birth Date Email

Check Out 0
Checked-Out Items 0

Holds

Add Holds Cancel Holds Modify Holds View C

All	#	Barcode	Call Num	Location	Title	Pic
<input checked="" type="checkbox"/>	1	36601016787072	FAKE BOOK	paaf	FAKE BOOK 1	Gra

When the 'Cancel Hold' window pops up, click on 'Cancel hold'

Key or Scan Item or Patron Barcode Search

Name Missing Item Patron Patron Type Library
Barcode 1234 City/Township Not used
Expiration Date 10-01-2029 Telephone
Birth Date Email

Check Out 0
Checked-Out Items 0
Fines \$0.00
Check In 0
MNLINK 0

Holds

Add Holds Cancel Holds Modify Holds View Cancelled

All	#	Barcode	Call Num	Location	Title	Pickup At
<input checked="" type="checkbox"/>	1	36601016787072				Graceville..

Cancel Hold

Cancel hold
Do not cancel hold

When the 'Question' window pops up, click on 'No'

Question

Notify patron of cancelled hold?

Yes No Cancel