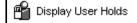


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Display User Holds

The Display User Holds wizard guides you through the process of displaying all holds placed by a specific user. This wizard is useful when a user asks if any of the holds are available.

- 1. Click on Holds Maintenance Group.
- 2. Click on Display User Holds Wizard.



Display User Holds screen displays.

Display User Holds

3.	<i>Select</i> the appropriate <i>u</i> ser.							
		User Information						
		Name:	SMITH, MANEEKA (T)	Status:	OK			
		Homeroom:	354-TUCKER	Overdues:	0			
		Profile name:	STUDENT1	Amount owed:			BIRTHDATE:	1988-02-01
		Library:	LMHS	Available holds:	0			
		User categories:	Y	Privilege expires:	6/30/2006			
		Identify user	00620335 3					
4.	<i>Review</i> information in the Holds section of the screen.	Holds 4						
		Title		Item ID »	Level S	Status	Placed Pickup	Expires Su
		Harry Potter an	d the goblet of fire	32620000186798			7/13/20	7/14/2

5. Select from options:

Display This User's Holds	Display Another User's Holds	Close
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Note: For more detailed information or specific questions, use HELP wizard.

INFOhio is Optimized by the Management Council