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Modify Holds for Item

The Modify Holds for Item wizard guides you through the process of modifying a hold placed on an item.

Click on Holds Maintenance Group.
 Click on Modify Holds for Item.

🕼 Modify Holds for Item

Modify Holds for Item: Item Search screen displays.

- 3. Scan in the barcode or use the Item Search helper.
- 4. If a list displays, *select* your item and *click* OK.

Modify Holds for Item screen displays.

		Modify Holds for Item	- 🗆
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5.	<i>Click</i> in the check box next to the item you wish to modify.	Harry Potter and the Order of the Phoenix / Rowling, J. K. FIC ROW Copy:1 ID:32620000195211	
		Identify item Item ID: 32620000195211	
		List of Holds	
		Modify User ID Pickup at Pickup by Expires Status Comment Record Suspended Unsusp	
			EVER EVER

Modify Holds for Item screen displays.

You may *modify* the following information.

- Pickup Library
- Expires (expiration date)
- Date Suspended (suspend hold dates for a period of time)
- Date unsuspended
- Comment (Add, Append, Replace, or Remove comment)
- Modify Holds Fields
 Pickup at: LMIN
 Expires: 07/27/2005

 Date suspended:
 Comment:
 Append
 Replace
 Remove

 OK Cancel

- 6. *Click* OK
- 7. Select from options:

Get Item Information Modify	Modify Another Item's Holds	Close	
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Note: For more detailed information or specific questions, use HELP wizard.

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