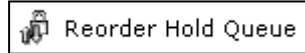


## Reorder Hold Queue

The Reorder Holds Queue wizard allows you to re-order the hold queue for a title and move a hold or group of holds up or down in the queue. Only available holds can be reordered by this wizard.

1. **Click** on Reorder Hold Queue.



*Reorder Hold Queue* screen displays.

2. **Scan** in the barcode or **use** the Item Search helper.
3. If a list displays, **highlight** the title and **click** OK.

*Reorder Hold Queue* screen displays.

User ID	User Name	Range	Placed	Pickup at	Expires	Suspended	Unsuspened
22614058269400	VALENTINE, Mor...	LIBRARY	7/21/2010	FNHS	7/23/2010		
22614001250572	SMITH, Cole	LIBRARY	7/21/2010	FNHS	7/23/2010		

4. To reorder a hold or group of holds, highlight the hold line(s) by clicking the line (drag the cursor down to select multiple lines), **right click** on the item(s) that you wish to move and **select** *Cut*.

User ID	User Name	Range	Placed	Pickup at	Expires
22614058269400	VALENTINE, Mor...	LIBRARY	7/21/2010	FNHS	7/23/2010
22614001250572	SMITH, Cole	LIBRARY	7/21/2010	FNHS	7/23/2010


Insert Row Before

Insert Row After

**Cut** 4


- Highlight** the hold line where you wish to insert the hold(s), **right-click**, and select *Insert Row Before* or *Insert Row After*. The information that you cut and inserted should now be reordered within the Hold Queue.

Reorder Hold Queue



Air spy : the story of photo intelligence in World War II / Babington Smith, Constance, 1912-

User ID »	User Name	Range	Placed	Pickup at	Expires
22614058269400	VALENTINE, M	LIBRARY	7/21/2010	FNHS	7/23/2010
22614001250572		ARY	7/21/2010	FNHS	7/23/2010

5  **Insert Row Before**  
**Insert Row After**  
**Cut**

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