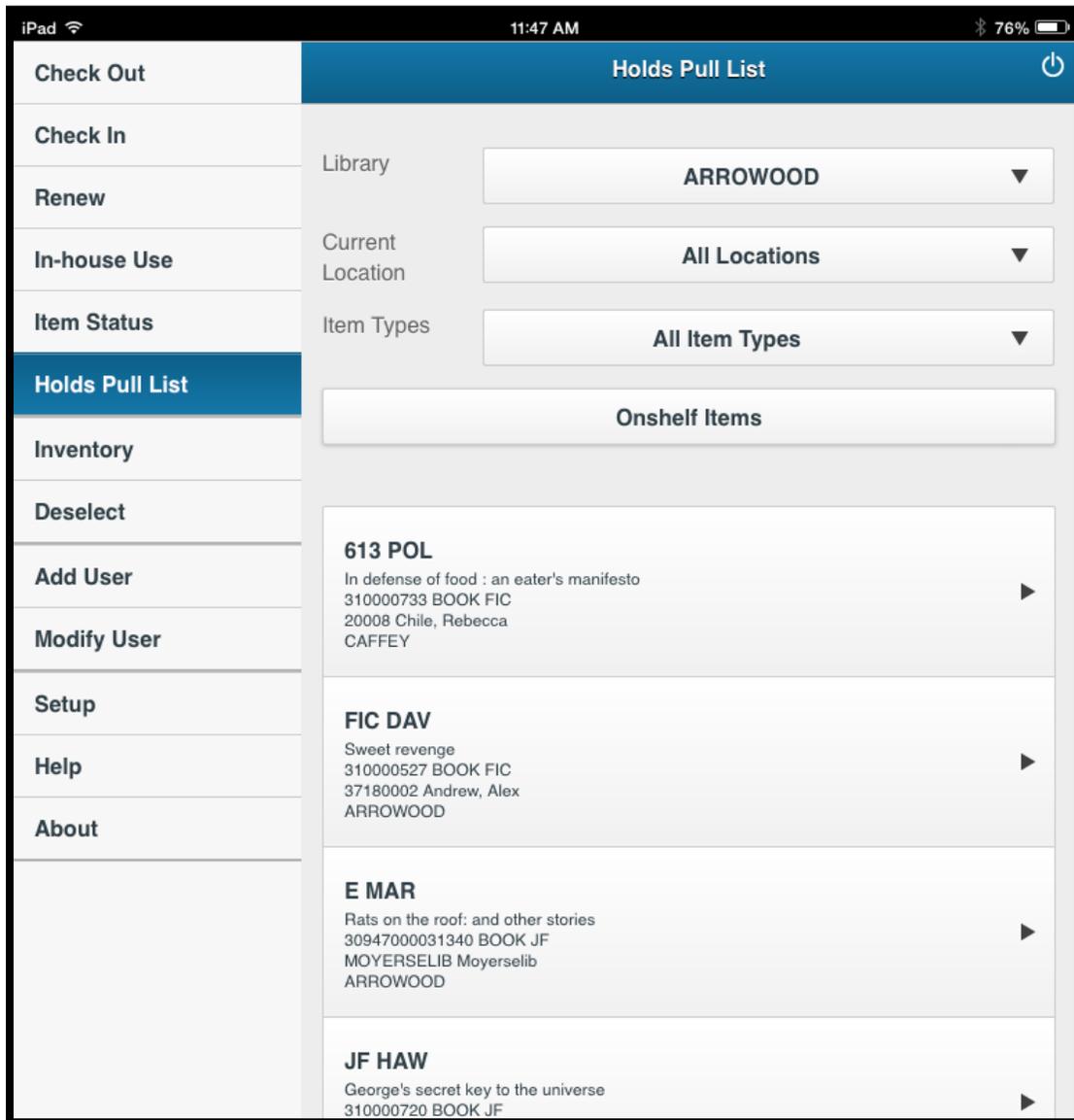


On-shelf Holds Pull List

The “Holds Pull List” provides a list of **on-shelf items** that need to be pulled to **fill holds**. (This feature must be enabled in your Library Holds policy in Workflows).

This list can be filtered by Library, Current Location, and Item Type by using the corresponding dropdown menus. By tapping the item, or the right-facing triangle to the right of each item, you can trap holds, print hold slips or mark items as missing, directly from MobileCirc. This saves you from having to print a report to take with you to the shelves.



Trapping Holds & Marking Items Missing

By tapping the item, you may choose to “Trap Hold”, “Print Hold Receipt” (if a receipt printer is attached) or “Mark Missing,” by tapping the appropriate button.

The screenshot shows a mobile application interface for a library's holds pull list. At the top, the call number "J 646.7" is displayed. Below it, the title "The girls' book : how to be the best at everything" and author "Foster, Juliana." are shown. Further down, the barcode number "310000609 BOOK JNF" and another call number "SC77777 Cusack, Sarah" are listed, followed by the location "ARROWOOD". Below the text, there are four buttons: "Print Hold Receipt" (with a small square icon to its left), "Trap Hold", "Mark Missing", and "OK".

NOTE:

You will only see the “Print Hold Receipt” option if receipt printing is enabled within “Setup”.