

Display Title Holds

The Display Title Holds wizard guides you through the process of displaying a list of all holds placed on a title.

1. **Click** on Holds Maintenance Group.
2. **Click** on Display Title Holds.



Display Title Holds: Item Search screen displays.

3. **Type** in the Search for: box the text for your search.

4. If a list displays, **select** your item and **Click** OK.

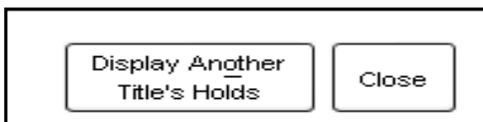
Display Title Holds screen displays.

| User ID | User Name | Range | Status | Placed | Pickup by | Expires | Suspended | Unuspended |
|--------------|-------------------|---------|---------------|-----------|-----------|-----------|-----------|------------|
| 226200007... | SMITH, DAVID (J.) | LIBRARY | (unavailab... | 7/14/2005 | | 7/20/2005 | | |



NOTE: Click on the Detailed Hold Count helper to view counts of this title and current holds for your library or entire database

5. **Select** from options:



| User ID | User Name | Range | Status | Placed | Pickup by | Expires | Suspended | Unuspended |
|-------------|--------------|---------|--------------|----------|-----------|----------|-----------|------------|
| 22620000... | SMITH, EA... | LIBRARY | (unavaila... | 2/2/2006 | | 2/3/2006 | | |
| 22620000... | ADAMS, T... | LIBRARY | (unavaila... | 2/2/2006 | | | | |

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