

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.

3. **Select** the appropriate **USER**.

Display User Holds

User Information

Name:	SMITH, MANEEKA (T)	Status:	OK
Homerroom:	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

User ID: 3

Holds 4

Total holds: 1

Title	Item ID »	Level	Status	Placed	Pickup	Expires	St
Harry Potter and the goblet of fire	32620000186798	COPY	(unavailable)	7/13/20...		7/14/2...	

4. **Review** information in the Holds section of the screen.

5. **Select** from options:



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