

1. **Click** on Holds Maintenance Group.
2. **Click** on Modify Holds for User Wizard.



Modify Holds for a User screen displays.

3. **Select** the appropriate user.
4. **Click** in the check box next to the title you will modify.
5. 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)
6. **Click** OK to save changes.