


# Holds Reports

## Operations

### Reports

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- [Expired In-Stock Holds](#)
- [In-Stock Holds](#)
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# Expired In-Stock Holds

## Expired In-Stock Holds

Generates a list of copies in the holds area with expired or cancelled requests

Choose how long to keep in-stock holds in your [patron policies](#).

Use(s)

Run this report periodically to see which copies need to be returned to their shelves.

Selections	Options
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### Example Report



[Back to Top](#)

# In-Stock Holds

## In-Stock Holds

Generates a list of copies in the holds area of the library that have been assigned to fill a request

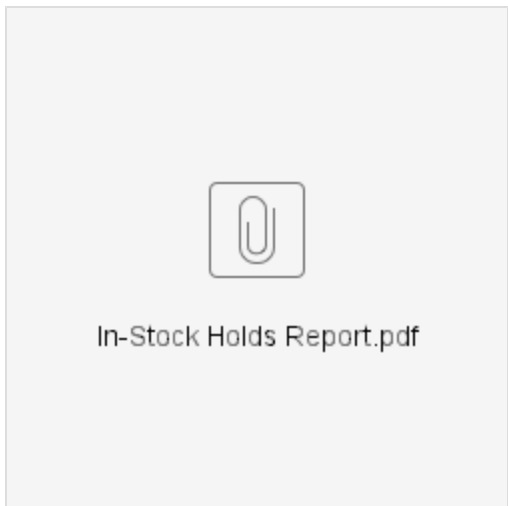
Use(s)

## Holds Reports

Set up a scheduled saved report to get a list of holds that became in-stock that day or the day before. Do this by using a relative date with the **In-Stock Hold Available** selection (this day, last day, etc).

<div>Last Updated: <code>\$action.dateFormatter.formatDateTime(\$content.getLastModificationDate())</code></div> <div>Selections</div> <div><b>In-Stock Hold Expiration Date:</b> Get a list based on when in-stock holds will be expiring.</div> <div><b>In-Stock Hold Available:</b> Get a list based on when holds become in-stock.</div>	Options
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### Example Report



[Back to Top](#)


## On-Shelf Holds

### On-Shelf Holds

Generates a list of requested copies that are still on shelves somewhere in the library

Use(s)

Run this report to get a list of copies that need to be gathered for holds. Once all the copies have been retrieved, bookdrop them to change their statuses to [In-Stock](#).

<div>Selections</div> <div><div> This report now includes a <b>Title</b> selection.</div></div>	Options
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### Example Reports

<div data-bbox="362 312 461 411"></div> <div data-bbox="172 451 651 487">On-Shelf Holds Report (Standard).pdf</div> <div data-bbox="334 663 487 690">Standard format</div>	<div data-bbox="893 312 992 411"></div> <div data-bbox="716 451 1169 487">On-Shelf Holds Report (Simple).pdf</div> <div data-bbox="875 663 1008 690">Simple format</div>	
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[Back to Top](#)

## Pending Holds

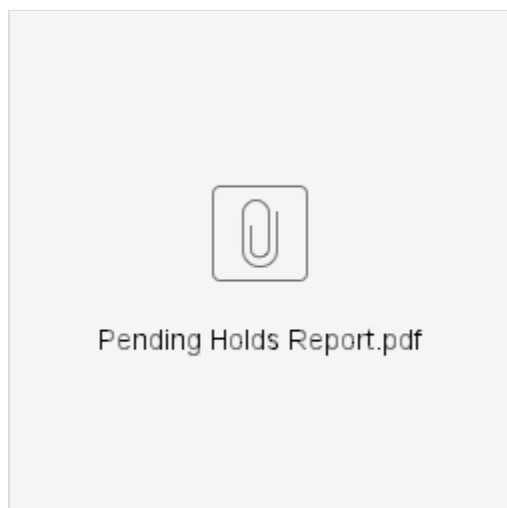
### Pending Holds

Generates a list of holds placed on copies currently checked out to other patrons

You can select by both hold [expiration](#) and [suspension](#) dates.

Selections	Options
<div data-bbox="175 1110 212 1146"></div> This report now includes a <b>Title</b> selection.	

### Example Report



[Back to Top](#)