

Send hold notices by availability!

January 11th, 2021

Miss Honey would like to automatically notify patrons as soon as their holds are ready for pickup. How can she do this in Alexandria? Well, we've recently added a selection to the *In-Stock Hold Notice* report to do just that!

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As of [20.7](#), you can schedule hold notices to go out based on availability dates. That means you can set up notices to automatically go out the day of or one day after books become in-stock!

Here are some easy peasy steps for doing this with the *In-Stock Hold Notice* report:

1. Go to **Reports > Circulation > Notices > In-Stock Hold Notice**.
2. Fill out the **In-Stock Hold Available** selection. You can either add a date range or relative date. Use a relative date of **This Day** or **Last 1 Day** to send out notices the day of or one day after availability.
3. Adjust any other selections you'd like to use.
4. On the **Options** tab, choose a way to sort notices and which format to use. Choose the **Email** format for easy distribution. You can also edit the notice text as necessary.
5. Click **Run**.
6. If you'd like to save and schedule this report, click **Create Saved Report**, name it, click **OK**, and fill out the **Schedule** tab.

And there you go! You won't have to think about hold notices for a looong while.



Selecting by hold availability is also possible with the [In-Stock Holds](#) report.



This feature is only available on version 7. Still on version 6? [Learn about switching to Alexandria 7!](#)

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