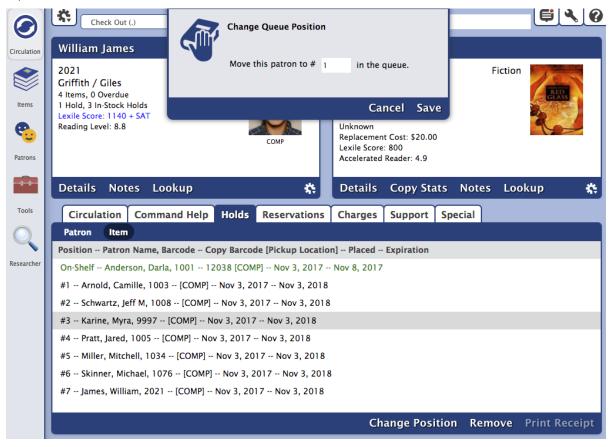
Save for later—Reordering and Removing Holds

Tip for: 12.11.17

Patrons change their minds all the time, right? That hold placed just this morning needs to be removed this afternoon. Or, a teacher needs an item before all the students who are waiting for it. Alexandria allows you to deal with both of these situations: You may both change the order of a hold request and remove it.



To change the order of a hold:

- 1. Make the item the Current Item.
- 2. Go to the **Holds** tab, then the **Item** subtab.
- 3. Select the hold that needs to be changed.
- 4. In v7, click Change Position, and enter the new position (e.g. #1 to get the hold soonest).
- 5. in v6, drag the hold to the new position.

To remove a hold:

- 1. Make the item the Current Item, or the patron the Current Patron.
- 2. Go to the **Holds** tab, then the **Item** subtab or the **Patron** subtab.
- 3. Select the hold that needs to be removed.
- 4. Click the **Remove** button.
- 5. When the dialog box appears, click **OK / Yes** to remove the hold.