

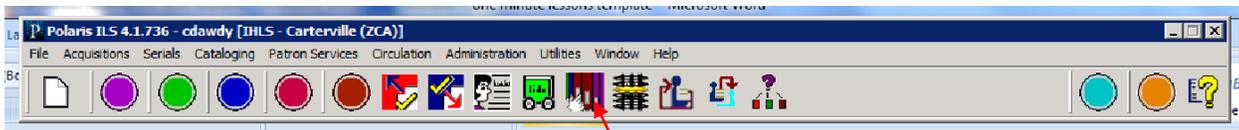
Another way to

Fill Hold Requests

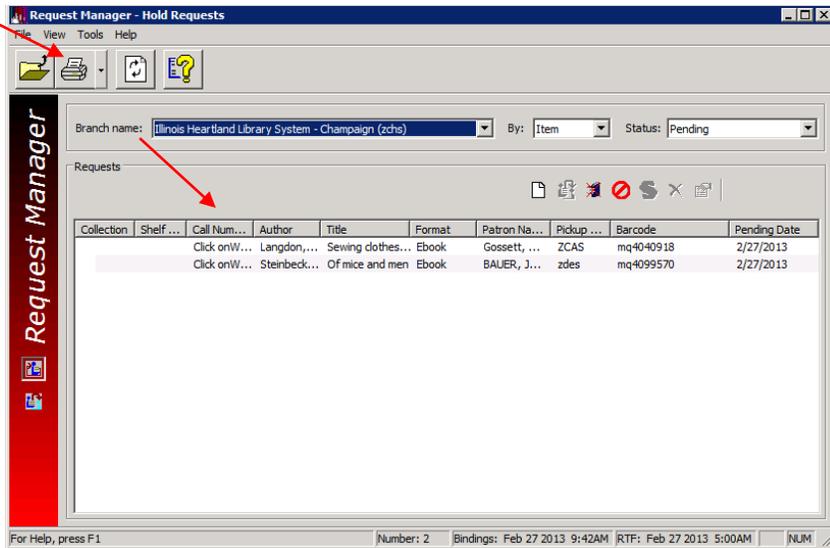
On the Navigation bar, click on Circulation or the dark red marble.



Click on Request Manager.



The Status defaults to **Pending**, which is the list of items that need to be pulled from the shelves. You can sort the list by call number by clicking on the heading for the Call Number column. Next, print the list by clicking on the print icon.



After you have pulled the items listed, check them in to send them on their way.

If there is an item you do not want to send, highlight the item, and then click on **Deny Hold**.

Request Manager - Hold Requests

File View Tools Help

Branch name: Illinois Heartland Library System - Champaign (zchs) By: Items Status: Pending

Requests

Collection	Shelf ...	Call Num...	Author	Title	Format	Patron Na...	Pickup ...	Barcode	Pending Date
		Click onW...	Langdon...	Sewing clothes...	Ebook	Gossett, ...	ZCAS	mq4040918	2/27/2013
		Click onW...	Steinbeck...	Of mice and men	Ebook	BAUER, J...	zdes	mq4099570	2/27/2013

For Help, press F1 | Number: 2 | Bindings: Feb 27 2013 9:42AM | RTF: Feb 27 2013 5:00AM | NUM