

## Placing Copy Level Holds Cheat Sheet

Revision Date: July 2017

Placing a copy level hold means only the item ID selected will ever satisfy the hold. WorkFlows will not look at any other item.

1. Go to the Circulation module in WorkFlows.
2. Open the Place Holds wizard in the Holds group.
3. Place the cursor in the "User ID" box.
4. Scan or type the patron's barcode into the "user ID" box.
5. Place the cursor in the "Item ID" box.
6. Click on the "Item Search" helper at the top of the screen. (book with magnifier)
7. In the "Place Hold: Item Search" popup box, search for the item.
8. Highlight the ID of the item requested in the Call Number/Item tab.
9. Click the "Place Hold" button at the bottom of the "Place Hold: Item Search" popup box.
10. Under Level/Range change the Level radio button to Copy.
11. Do not change the Range radio button.
12. Click the "Place Hold" button at the bottom of the "Place Hold" wizard.
13. Select one of the options that appear on the "Complete" popup box.

Questions ?? Contact the RSA help desk at [rsahelp@railslibraries.info](mailto:rsahelp@railslibraries.info) or RSA staff at 866-940-4083.