RSA NFP

Resource Sharing Alliance NFP

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Placing Title Level Holds Cheat Sheet
Revision Date: July 2017

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 an item ID and click the "Place Hold" button at the bottom of the "Place Hold: Item Search" popup box.

9. Click the "Place Hold" button at the bottom of the "Place Hold" wizard.

10. Select one of the options that appear on the "Complete" popup box.

Questions?? Contact the RSA help desk at rsahelp@railslibraries.info or RSA staff at 866-940-4083.