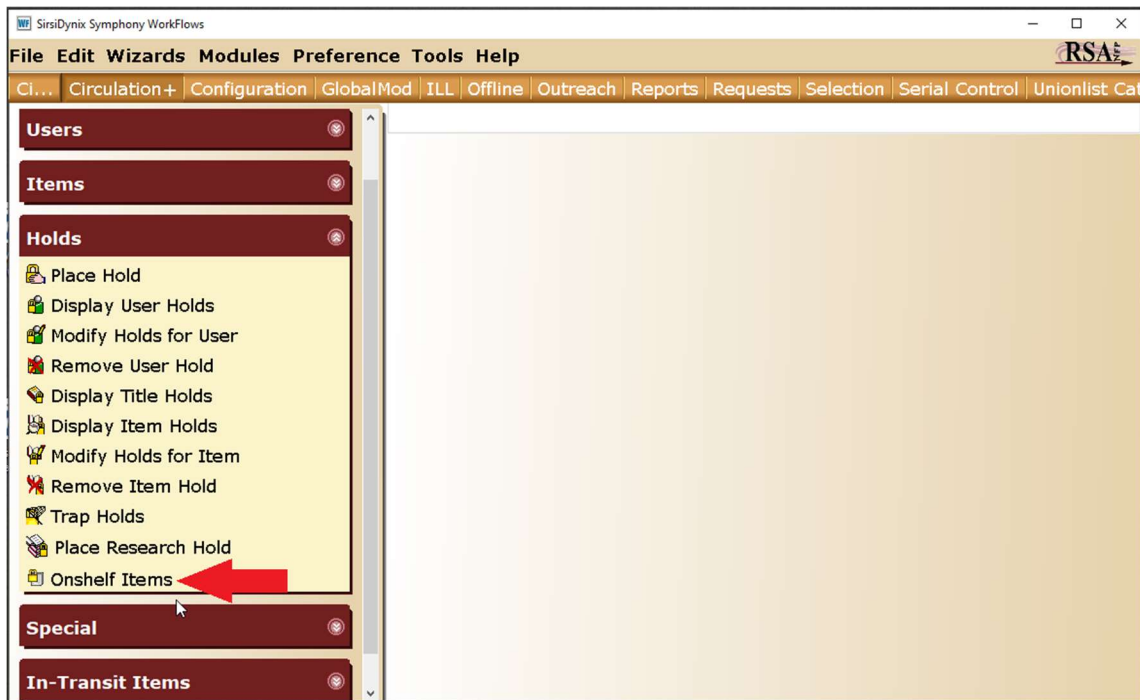
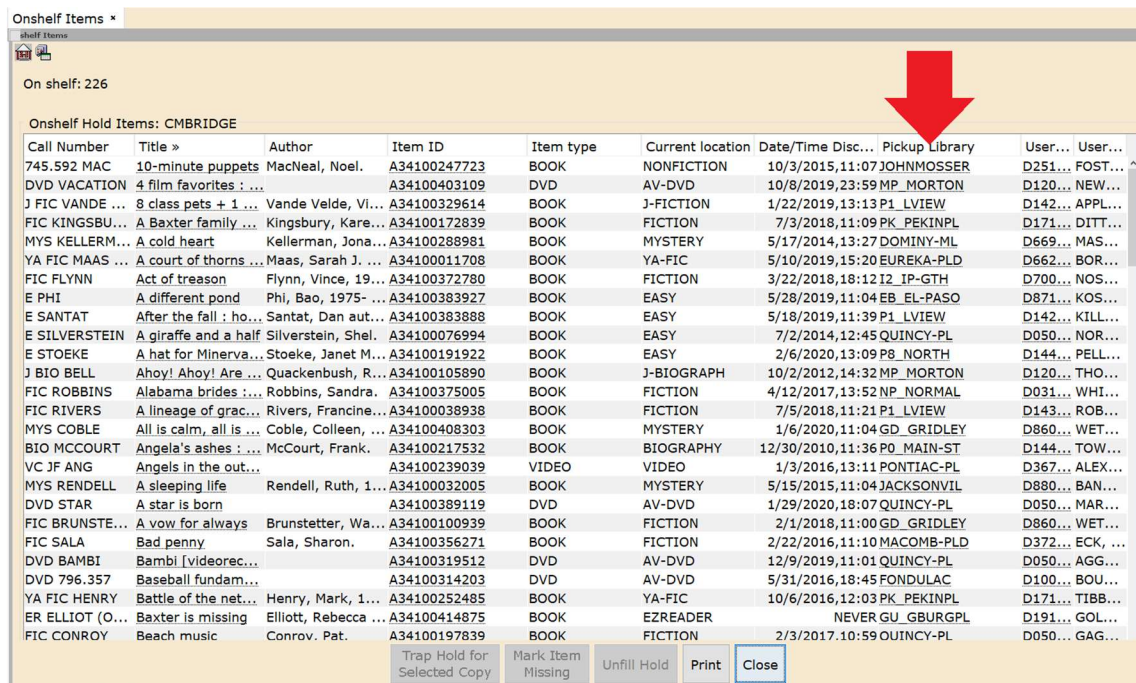


### Sorting the Onshelf Items List

Open the Onshelf Items Wizard. This is the last Wizard in the Holds Group.



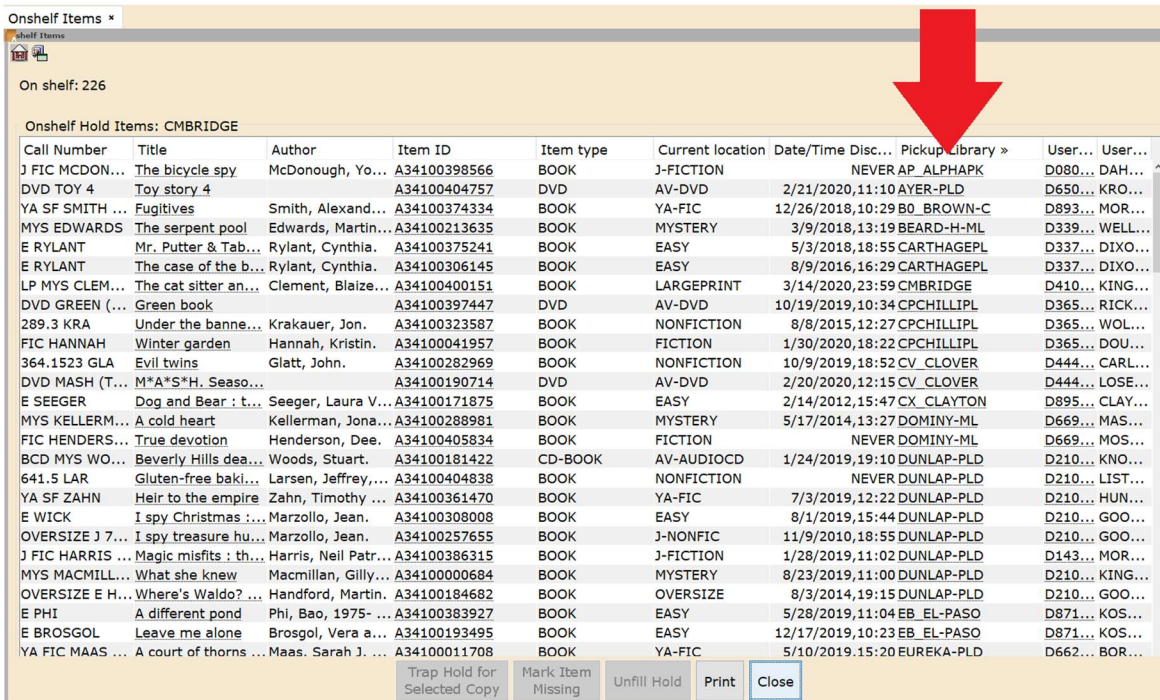
Occasionally, you may have a very long list of onshelf items. In this situation, you may wish to pull the holds that are to be picked up at your location first. Fortunately, it is easy to sort your Onshelf Holds list by Pickup Location.



The screenshot shows a window titled 'Onshelf Items \*' with a sub-header 'On shelf: 226'. Below this is a table of 'Onshelf Hold Items: CAMBRIDGE'. A red arrow points to the 'Pickup Library' column header. At the bottom of the table, there are buttons for 'Trap Hold for Selected Copy', 'Mark Item Missing', 'Unfill Hold', 'Print', and 'Close'.

Call Number	Title »	Author	Item ID	Item type	Current location	Date/Time Disc...	Pickup Library	User...	User...
745.592 MAC	10-minute puppets	MacNeal, Noel.	A34100247723	BOOK	NONFICTION	10/3/2015,11:07	JOHNMOSSER	D251...	FOST...
DVD VACATION	4 film favorites : ...		A34100403109	DVD	AV-DVD	10/8/2019,23:59	MP_MORTON	D120...	NEW...
J FIC VANDE ...	8 class pets + 1 ...	Vande Velde, Vi...	A34100329614	BOOK	J-FICTION	1/22/2019,13:13	P1_LVIEW	D142...	APPL...
FIC KINGSBU...	A Baxter family ...	Kingsbury, Kare...	A34100172839	BOOK	FICTION	7/3/2018,11:09	PK_PEKINPL	D171...	DITT...
MYS KELLERM...	A cold heart	Kellerman, Jona...	A34100288981	BOOK	MYSTERY	5/17/2014,13:27	DOMINY-ML	D669...	MAS...
YA FIC MAAS ...	A court of thorns...	Maas, Sarah J. ...	A34100011708	BOOK	YA-FIC	5/10/2019,15:20	EUREKA-PLD	D662...	BOR...
FIC FLYNN	Act of treason	Flynn, Vince, 19...	A34100372780	BOOK	FICTION	3/22/2018,18:12	I2_IP-GTH	D700...	NOS...
E PHI	A different pond	Phi, Bao, 1975- ...	A34100383927	BOOK	EASY	5/28/2019,11:04	EB_EL-PASO	D871...	KOS...
E SANTAT	After the fall : ho...	Santat, Dan aut...	A34100383888	BOOK	EASY	5/18/2019,11:39	P1_LVIEW	D142...	KILL...
E SILVERSTEIN	A giraffe and a half	Silverstein, Shel...	A34100076994	BOOK	EASY	7/2/2014,12:45	QUINCY-PL	D050...	NOR...
E STOKE	A hat for Minerva...	Stoeke, Janet M...	A34100191922	BOOK	EASY	2/6/2020,13:09	P8_NORTH	D144...	PELL...
J BIO BELL	Ahoy! Ahoy! Are ...	Quackenbush, R...	A34100105890	BOOK	J-BIOGRAPH	10/2/2012,14:32	MP_MORTON	D120...	THO...
FIC ROBBINS	Alabama brides : ...	Robbins, Sandra.	A34100375005	BOOK	FICTION	4/12/2017,13:52	NP_NORMAL	D031...	WHI...
FIC RIVERS	A lineage of grac...	Rivers, Francine...	A34100038938	BOOK	FICTION	7/5/2018,11:21	P1_LVIEW	D143...	ROB...
MYS COBLE	All is calm, all is ...	Coble, Colleen, ...	A34100408303	BOOK	MYSTERY	1/6/2020,11:04	GD_GRIDLEY	D860...	WET...
BIO MCCOURT	Angela's ashes : ...	McCourt, Frank.	A34100217532	BOOK	BIOGRAPHY	12/30/2010,11:36	P0_MAIN-ST	D144...	TOW...
VC JF ANG	Angels in the out...		A34100239039	VIDEO	VIDEO	1/3/2016,13:11	PONTIAC-PL	D367...	ALEX...
MYS RENDELL	A sleeping life	Rendell, Ruth, 1...	A34100032005	BOOK	MYSTERY	5/15/2015,11:04	JACKSONVIL	D880...	BAN...
DVD STAR	A star is born		A34100389119	DVD	AV-DVD	1/29/2020,18:07	QUINCY-PL	D050...	MAR...
FIC BRUNSTE...	A vow for always	Brunstetter, Wa...	A34100100939	BOOK	FICTION	2/1/2018,11:00	GD_GRIDLEY	D860...	WET...
FIC SALA	Bad penny	Sala, Sharon.	A34100356271	BOOK	FICTION	2/22/2016,11:10	MACOMB-PLD	D372...	ECK, ...
DVD BAMBI	Bambi [videorec...		A34100319512	DVD	AV-DVD	12/9/2019,11:01	QUINCY-PL	D050...	AGG...
DVD 796.357	Baseball fundam...		A34100314203	DVD	AV-DVD	5/31/2016,18:45	FONDULAC	D100...	BOU...
YA FIC HENRY	Battle of the net...	Henry, Mark, 1...	A34100252485	BOOK	YA-FIC	10/6/2016,12:03	PK_PEKINPL	D171...	TIBB...
ER ELLIOT (O...	Baxter is missing	Elliott, Rebecca ...	A34100414875	BOOK	EZREADER		NEVER GU_GBURGPL	D191...	GOL...
FIC CONROY	Beach music	Conrov. Pat.	A34100197839	BOOK	FICTION	2/3/2017,10:59	QUINCY-PL	D050...	GAG...

To do this, simply pull up your Onshelf Items list, then just click on the heading of the "Pickup Library" column.



Onshelf Items \*  
On shelf: 226

Onshelf Hold Items: CMBRIDGE

Call Number	Title	Author	Item ID	Item type	Current location	Date/Time Disc...	Pickup Library »	User...	User...
J FIC MCDON...	The bicycle spy	McDonough, Yo...	A34100398566	BOOK	J-FICTION		NEVER AP_ALPHAPK	D080...	DAH...
DVD TOY 4	Toy story 4		A34100404757	DVD	AV-DVD	2/21/2020,11:10	AYER-PLD	D650...	KRO...
YA SF SMITH ...	Fugitives	Smith, Alexand...	A34100374334	BOOK	YA-FIC	12/26/2018,10:29	B0_BROWN-C	D895...	MOR...
MYS EDWARDS	The serpent pool	Edwards, Martin...	A34100213635	BOOK	MYSTERY	3/9/2018,13:19	BEARD-H-ML	D339...	WELL...
E RYLANT	Mr. Putter & Tab...	Rylant, Cynthia.	A34100375241	BOOK	EASY	5/3/2018,18:55	CARTHAGEPL	D337...	DIXO...
E RYLANT	The case of the b...	Rylant, Cynthia.	A34100306145	BOOK	EASY	8/9/2016,16:29	CARTHAGEPL	D337...	DIXO...
LP MYS CLEM...	The cat sitter an...	Clement, Blaize...	A34100400151	BOOK	LARGEPRINT	3/14/2020,23:59	CMBRIDGE	D410...	KING...
DVD GREEN (...)	Green book		A34100397447	DVD	AV-DVD	10/19/2019,10:34	CPCHILLIPL	D365...	RICK...
289.3 KRA	Under the banne...	Krakauer, Jon.	A34100323587	BOOK	NONFICTION	8/8/2015,12:27	CPCHILLIPL	D365...	WOL...
FIC HANNAH	Winter garden	Hannah, Kristin.	A34100041957	BOOK	FICTION	1/30/2020,18:22	CPCHILLIPL	D365...	DOU...
364.1523 GLA	Evil twins	Glatt, John.	A34100282969	BOOK	NONFICTION	10/9/2019,18:52	CV_CLOVER	D444...	CARL...
DVD MASH (T...	M*A*S*H. Seaso...		A34100190714	DVD	AV-DVD	2/20/2020,12:15	CV_CLOVER	D444...	LOSE...
E SEEGER	Dog and Bear : t...	Seeger, Laura V...	A34100171875	BOOK	EASY	2/14/2012,15:47	CX_CLAYTON	D895...	CLAY...
MYS KELLERM...	A cold heart	Kellerman, Jona...	A34100288981	BOOK	MYSTERY	5/17/2014,13:27	DOMINY-ML	D669...	MAS...
FIC HENDERS...	True devotion	Henderson, Dee.	A34100405834	BOOK	FICTION		NEVER DOMINY-ML	D669...	MOS...
BCD MYS WO...	Beverly Hills dea...	Woods, Stuart.	A34100181422	CD-BOOK	AV-AUDIOCD	1/24/2019,19:10	DUNLAP-PLD	D210...	KNO...
641.5 LAR	Gluten-free baki...	Larsen, Jeffrey,...	A34100404838	BOOK	NONFICTION		NEVER DUNLAP-PLD	D210...	LIST...
YA SF ZAHN	Heir to the empire	Zahn, Timothy ...	A34100361470	BOOK	YA-FIC	7/3/2019,12:22	DUNLAP-PLD	D210...	HUN...
E WICK	I spy Christmas :...	Marzollo, Jean.	A34100308008	BOOK	EASY	8/1/2019,15:44	DUNLAP-PLD	D210...	GOO...
OVERSIZE J 7...	I spy treasure hu...	Marzollo, Jean.	A34100257655	BOOK	J-NONFIC	11/9/2010,18:55	DUNLAP-PLD	D210...	GOO...
J FIC HARRIS ...	Magic misfits : th...	Harris, Neil Patr...	A34100386315	BOOK	J-FICTION	1/28/2019,11:02	DUNLAP-PLD	D143...	MOR...
MYS MACMILL...	What she knew	Macmillan, Gilly...	A34100000684	BOOK	MYSTERY	8/23/2019,11:00	DUNLAP-PLD	D210...	KING...
OVERSIZE E H...	Where's Waldo? ...	Handford, Martin.	A34100184682	BOOK	OVERSIZE	8/3/2014,19:15	DUNLAP-PLD	D210...	GOO...
E PHI	A different pond	Phi, Bao, 1975- ...	A34100383927	BOOK	EASY	5/28/2019,11:04	EB_EL-PASO	D871...	KOS...
E BROSGOL	Leave me alone	Broskol, Vera a...	A34100193495	BOOK	EASY	12/17/2019,10:23	EB_EL-PASO	D871...	KOS...
YA FIC MAAS ...	A court of thorns ...	Maas, Sarah J. ...	A34100011708	BOOK	YA-FIC	5/10/2019,15:20	EUREKA-PLD	D662...	BOR...

Trap Hold for Selected Copy   Mark Item Missing   Unfill Hold   Print   Close

Voila! A nicely sorted Onshelf Items list.

If you have any questions, you can reach RSA at [help@rsanfp.org](mailto:help@rsanfp.org) or by phone at 866-940-4083.