**Modify User Holds Wizard**

1. Click the **Holds** group wizard.
2. Click the **Modify User Holds** wizard.
3. In the **User ID** box, scan the user's ID or click Current to display the holds of the current user.
4. In the List of Holds, the item's title, recall status, pickup location, and hold status may appear. A Modify check box also displays next to each hold.
5. Do one of the following:
   - To modify all of the user's holds, select the **Select All** check box.
   - To modify selected holds, select the **Modify** check box next to each hold you want to modify.
6. Click **Modify**.

7. The **Modify Holds for User** window displays. At the Circulation Desk, we will only be modifying the pickup location. Modify that information and click **OK**.
After modifying this user hold, select one of the following options at the bottom of the original screen.

- **Modify** – to make more changes to this hold.
- **Modify Another User's Holds** – to modify a hold for another user.
- **Close** – to exit this wizard.

**Important**

When modifying a user's pickup location, make sure to put the item in-transit by clicking on the **Check Item Status** wizard and then click on the put item in-transit button.