

This process will not automatically move the hold on to the next patron like it does in Sierra. There will be 3 steps, which are broken down below.

1. Run Expired Holds Report
2. Pull expired Holds from Hold Shelf
3. Scan pulled holds through Returns/Check In, 1 by 1, to Activate Next Hold

### **Run Expired Holds Report\***

- Along the top menu, choose Reports > Circulation > 80 Hold Expired List
- If your library is not highlighted under the Parameter Set, choose it from the dropdown menu
- To check parameters, click "View/Edit Parameters to see if your location is the default
- Click "Run"
- When the report is finished running, you will see it appear in the "Transfer from Server" list
- Highlight your report and click "Transfer." This will move it to "Available Copies" on the right
- Highlight the report in "Available Copies" and click "View"
- To print this list, click the print icon in the report that opens

\*This step is optional. Your library may be using the pull dates on hold shelf slips or other means to manage the hold shelf.

### **Scan Pulled Holds Through Returns/Check In to Activate Next Hold**

- Once the items are pulled, either from the Expired Holds list or by using the Pull Date on the due slips
- Go to Return in CARL•X
- Scan the barcodes
- Click "Activate Next Hold" when a big, red box appears that says "Item Should Be On Holdshelf" to send it into transit or place it on the hold shelf