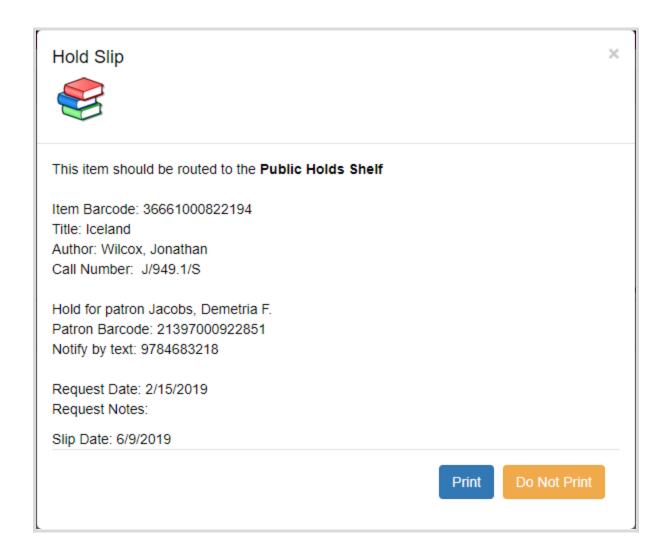


Capturing Holds

Holds can be captured when an item needed to fill a hold is returned and checked in, or when an item on the **Holds Pull List** is retrieved and captured. When a hold is captured, the hold slip will be printed and notification is sent out. The item should be put on the hold shelf.



Although holds can be captured in a normal checkin session, it may be more efficient to use the **Capture Holds** process under the Circulation menu for items retrieved from the Holds Pull List. This is a checkin mode that autoprints **Holds** and **Transit** slips without the need to confirm each one.

