



Onshelf Items with holds report

Before printing the Onshelf Items with holds report from the “Onshelf Items” wizard, verify your font size (Preferences/Desktop/Font settings) is 12 or less. This will insure that your pull list will display legibly on 8 ½ x 11 paper.

1. Click on the **Onshelf Items** wizard in the **Holds** wizard group.
2. Print **Onshelf Items** with holds list (Pull list). Close the wizard.
3. Retrieve items from the stacks and check in items using the Discharge/Checkin wizard (recommended wizard). Click **OK** at the “Item not charged” prompt and route material according to information on the following screen. Follow in house procedures for addressing the RAILS routing slips.
4. After check in is completed, re-open the **Onshelf Items** wizard. What remains on the list are items that are not available to fill the holds but are also not checked out.
5. Highlight each line and then click **Unfill Hold**. Click **OK** at the confirmation screen “Do you wish to continue with unfilled holds”? As you do this, the items will disappear from the on screen list and will move the hold to an **Onshelf Items** with holds list at another SWAN library. Click **Close** when finished.
6. When you are finished with step 5, go to the **Charge/Checkout** wizard in the **Common Task** wizard group and locate your missing user (missingxxx) and check out the items that were not on shelf to your generic user (required). A **Holds Block Override** box will display. Enter the Hold Block override and click on **Override and Checkout Item**. Repeat step 6 until the remaining items on your list are checked out to your generic missing user.

Note:

1. The **Onshelf Items** report will be run twice every day: once during the night and once at noon.
2. The **Onshelf Items** report is dynamic.
3. If it is your current practice to process the Title Page list once a day, you will need to decide whether to process this report before noon as the second list will be compiled and available after 12 noon. We recommend you process the **Onshelf Items** report daily, if at all possible.
4. It is important that when the **Onshelf items** with holds list is accessed, that the report is completed (items are checked in and trapped); otherwise, these items will appear on the next report that your staff generates.
5. It is required that staff **Unfill the holds** that cannot be filled and checkout these same items out to your generic missing user (missingxxx).