

Changing Pickup Location in Encore

On the patron's hold page the pickup Location is shown in a drop-down box:
Click on the arrow in the box to see the choices, and pick the appropriate one.

6 holds					
CANCEL	TITLE	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY	FI
<input type="checkbox"/>	As chimney sweepers come to dust / Alan Bradley.	6 of 9 holds	Pickup Location Downtown ▼	12-14-15	Fi
<input type="checkbox"/>	Road to reckoning [sound recording] : a novel / Robert Lautner.	2 of 2 holds	Pickup Location Downtown ▼	12-20-15	Fi
<input type="checkbox"/>	Sabriel [sound recording] / Garth Nix. --	1 of 1 holds	Pickup Location Downtown ▼	12-25-15	Fi
<input type="checkbox"/>	Neverwhere [videorecording] / a Crucial Films production for BBC ; written by Neil Gaiman ; directed by Dewi Humphreys ; produced by Clive Brill. --	1 of 1 holds	Pickup Location Downtown ▼	01-15-16	Fi

The change takes effect immediately.

To make the change go through though, the patron has to click on **UPDATE LIST** at the top of the table. Otherwise if you change, say to Checkouts and then go back, the change has not been saved.

Sort by Hold Requested Date Cancel All **UPDATE LIST**