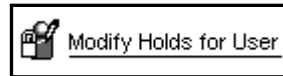# Modify Holds for User

The Modify Holds for User wizard guides you through the process of modifying a user's holds. This wizard also allows you to add comments about a user's hold.

1. **Click** on Holds Maintenance Group.
2. **Click** on Modify Holds for User Wizard.

   Modify Holds for a User screen displays.

3. **Select** the appropriate user.

4. The *Modify Holds for User* screen identifies the user and displays a list of holds placed by the user.

5. **Click** in the check box next to the title you will modify.

6. **Click** the Modify button.

   Modify Holds for User: (student) screen displays.

You may **modify** the following information.

- Pickup Library
- Expires (expiration date)
- Date Suspended (suspend hold dates for a period of time)
- Date unsuspended
- Comment (Add, Append, Replace, or Remove comment)

7. **Click** OK to save changes.

8. **Select** from options:

Note: For more detailed information or specific questions, use HELP wizard.