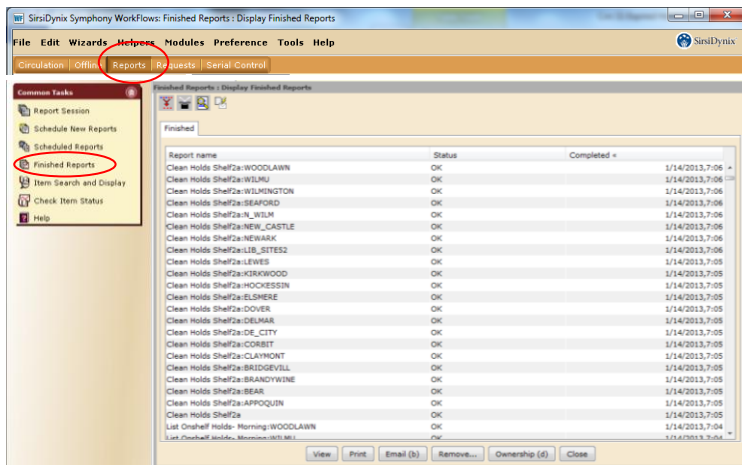


## Retrieving the Expired Holds List

To access the list of items that arrived in your library to fill a hold but that patrons have not picked up before they expired, WorkFlows must be accessed with a different login than that used for Circulation functions.

1. Open a new session of WorkFlows and log-in with REPORTS / REP.
2. Click on the Reports tab and then the Finished Reports wizard.



3. From the list of reports select the report for your library by choosing the appropriate one with prefix that matches your library. They are in order from newest to oldest.

Clean Holds Shelf2a [Libraryname]

4. Click the **Print** button at the bottom of the screen.

5. Pull the items from the Hold Shelf and check them in to return them to their home location.