

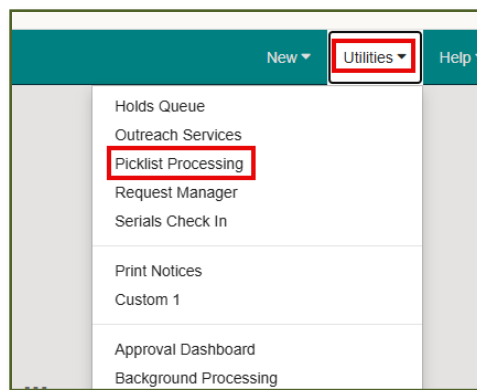
## Picklist Processing

### Pending Holds Request

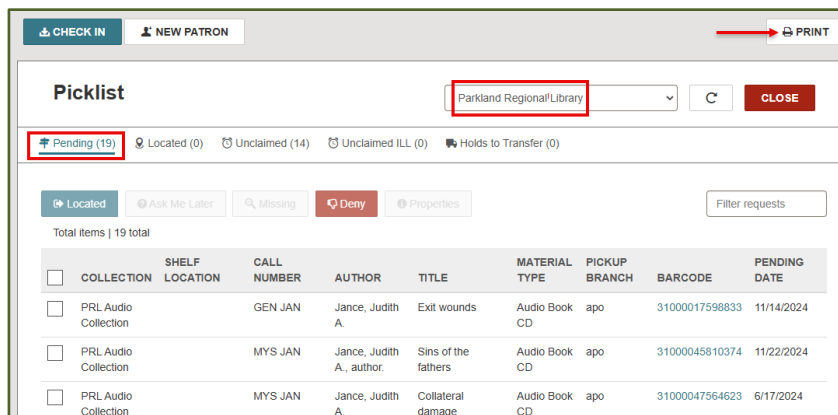
When you go to **Picklist Processing**, the Pending Hold Requests are listed for the branch you selected when logging into LEAP. You can choose a different library using the drop-down menu at the top right of the **Picklist** to generate the list of holds that can be filled by your library.

To run your library's Picklist, complete the following steps:

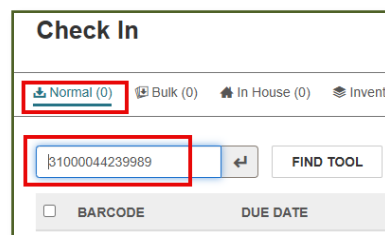
1. Select **Utilities** on the top right.
2. In the drop-down menu click **Picklist Processing**.



3. Ensure that the **Pending** tab is selected then click **Print**.



4. Once items have been collected from your shelves, check them in using the **Check In** screen.



5. A **Transfer for Hold** dialogue box will pop-up and click **Yes**. The circulation status of that item will now be "Transferred for Hold".

**Transfer for hold**

Barcode: 3100044239989  
Title: The orphan's tale

This item fills a request at  
Camrose Public Library (aca)

Transfer for hold?  
(Click Cancel to stop the check-in/check-out process.)

6. To change the Pending Hold Request on an item, select the check box next to that item and choose an "Action" button (i.e., **Located**, **Ask Me Later**, or **Missing**).

Total items | 15 total

<input type="checkbox"/>	COLLECTION	SHELF LOCATION	CALL NUMBER	AUTHOR	TITLE	MATERIAL TYPE	PICKUP BRANCH	BARCODE
<input checked="" type="checkbox"/>	PRL Audio Collection		MYS WOO	Woods, Stuart, author.	Doing hard time	Audio Book CD	ain	31000
<input type="checkbox"/>	PRL Large Print Collection		CHR BAR	Barnett, Karen, 1969- author.	Where the fire falls	Large Print	alac	31000

### Action Buttons

**Located:** Indicates the item is on the way to a processing location where it will be held for the patron or go "In-Transit". You can review a "Located Holds List" by selecting **Located** at the top of the page.

**Picklist**

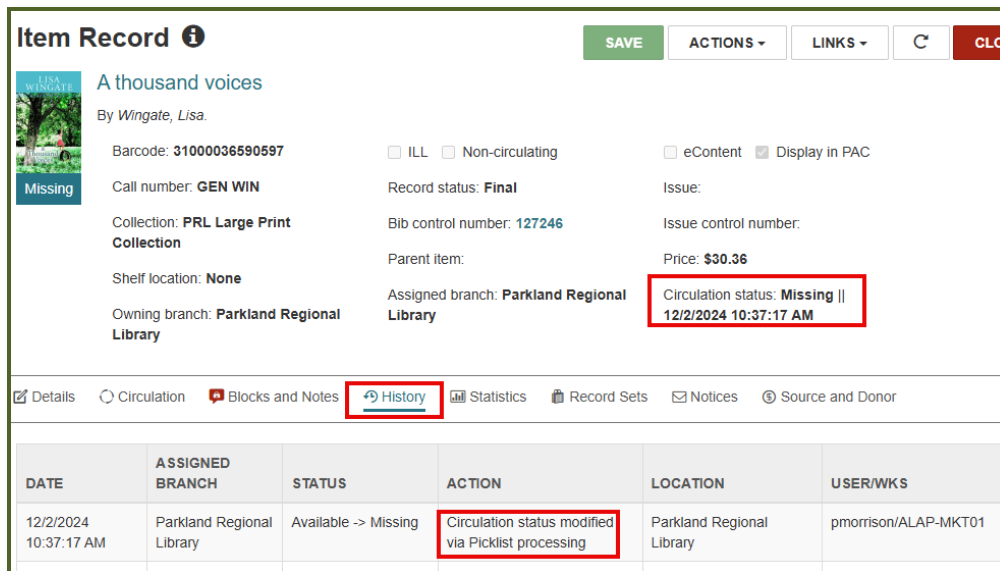
Total items | 13 total

**Ask Me Later:** The Hold is removed from the Pending list to another libraries' picklist. If you are the only library who can fill the request, a dialogue box will pop-up indicating the hold cannot be routed.

Hold request cannot be routed.

Little nothing: This is the only item available for hold.

**Missing:** The circulation status changes to “Missing”. This change will be reflected in the **History** tab of the item record, as “Circulation status modified via Picklist processing”.



**Item Record** SAVE ACTIONS ▾ LINKS ▾ C CLOSE

**A thousand voices**  
By Wingate, Lisa

Barcode: 31000036590597  ILL  Non-circulating  eContent  Display in PAC

Call number: GEN WIN Record status: Final Issue:

Collection: PRL Large Print Collection Bib control number: 127246 Issue control number:

Shelf location: None Parent item: Price: \$30.36

Owning branch: Parkland Regional Library Assigned branch: Parkland Regional Library Circulation status: **Missing ||**  
12/2/2024 10:37:17 AM

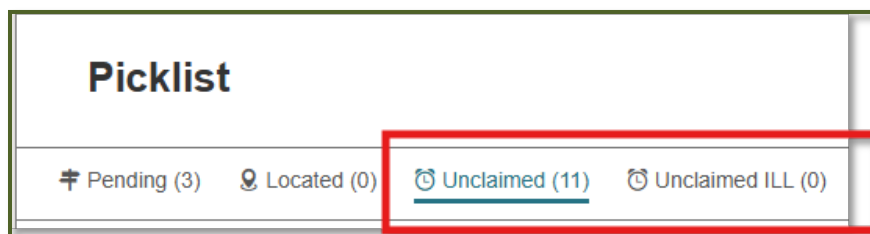
Details Circulation Blocks and Notes **History** Statistics Record Sets Notices Source and Donor

DATE	ASSIGNED BRANCH	STATUS	ACTION	LOCATION	USER/WKS
12/2/2024 10:37:17 AM	Parkland Regional Library	Available -> Missing	Circulation status modified via Picklist processing	Parkland Regional Library	pmorrison/ALAP-MKT01

**Deny:** The hold request is denied and is removed from the pending list. This action is not permitted and is the only action that requires an override login.

### Unclaimed Holds

Picklist items that have been pulled or arrived at your library to fulfill your patron holds, will remain **On Hold** for 10 days before they transition to the **Unclaimed** tab. Out-of-system/provincial interlibrary holds that have not been picked by the patron within their loan period will appear under the **Unclaimed ILL** tab.



**Picklist**

⚙ Pending (3) 📍 Located (0) **🕒 Unclaimed (11)** 🕒 Unclaimed ILL (0)

Items from either tab should be pulled from the Holds shelf, checked in, and either reshelved (if owned by your library) or flagged with the appropriate transit flag and put into a PRLS courier bin for return.