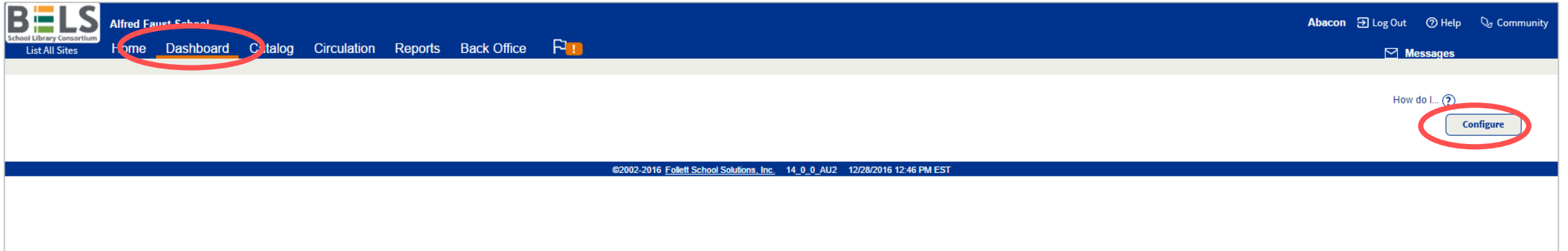


Adding Hold Requests to the Dashboard



Step 1: In the **Dashboard** tab click the **Configure** button.

Configure Dashboard

How do I...

Selected

Your Dashboard is empty.

Save

Cancel

Item Position

1	2
3	4
5	6
7	8

Available

Library Circulation Overdues

Identifies the materials that are overdue.

Add

Library Circulation Statistics by Day

Identifies the number of copies checked out each hour in a day.

Add

Library Circulation Statistics by Month

Identifies the number of copies checked out each day in a month.

Add

Library Circulation Statistics by Year

Identifies the number of copies checked out each month in the statistical year.

Add

Library Holds

Identifies the number of Local Holds and ILL Requests. Expired holds/ILLs are not included in the count. Only ILLs requested by local patrons are included in the count.

Add

Save

Cancel

Step 2: Click the **Add button for **Library Holds**.**
You may also include any of the circulation options as well.

Step 3: Click the **Save button.**



How do I... ?

Configure

Library Holds

Local Requests: 3
ILL Requests: 0

[Click here to view requests.](#)

Last run date: 12/28/2016 9:06 AM

Your **Dashboard** tab will now display **Hold Request** info for quick viewing.