

How To: Manage Your Holds



Going on vacation? Reading pile getting out of hand? Managing your holds allows you to get your books when YOU are ready to read them! You keep your place in the holds queue, while making sure that all of your books don't come in at the same time!

Suspend your holds:

- If you wish to delay receiving an item you have placed on hold, you may **suspend** the hold and **reactivate** it at a later date.
- Navigate to www.tracpac.ab.ca and log in to your account.
- Select **My Account**, and then select **Requests**.
- To suspend only some of your items, click in the small box to the left of the title to select them.
- Click the **Suspend/Reactivate Selected** button.
- To suspend ALL of your holds, select **Suspend/Reactivate All**.

Requests

<input type="checkbox"/>	Format	Title	Pickup Library	Status	Hold Position
<input type="checkbox"/>		The boy in the snow : an Edie Kiglatuk mystery by McGrath, M. J., 1984-	Strathmore Municipal Library	Active <small>(since 28/11/2012)</small>	5 of 5
<input type="checkbox"/>		Beneath the abbey wall : a novel by Scott, A. D.	Strathmore Municipal Library	Active <small>(since 28/11/2012)</small>	5 of 5

Cancel Selected Cancel All **Suspend/Reactivate Selected** **Suspend/Reactivate All**

- Choose a new **Activation Date**. The hold will become inactive, and will be reactivated on the date that you specify.

Suspend/Reactivate Hold Requests

New Activation Date: (ex: dd/mm/yyyy)

Note: Enter today's date to reactivate requests.

- Click **Submit**.
- When you return to your holds list, the **Status** of all items will now say **Inactive (until date specified)**.

Reactivate your holds:

- Log in to your account.
- Select **My Account**, and then select **Requests**.
- To reactivate all of your holds, select **Suspend/Reactivate All**.
- When prompted to enter an activation date, enter **today's date**. Click **Submit**.
- The status of your holds will once again become **Active**.

NOTE Managing your holds does not affect your place in the holds queue. When you reactivate a suspended hold, you will immediately resume your previous place in the line.

Cancel your holds:

- Log in to your account.
- Select **My Account**, and then select **Requests**.
- To cancel all of your holds, select **Cancel All**.
- To cancel one or some of your holds, select the items by checking the small box to the left of the title. Click **Cancel Selected**.

Requests

<input type="checkbox"/>	Format	Title	Pickup Library	Status	Hold Position
<input type="checkbox"/>		The boy in the snow : an Edie Kiglatuk mystery by McGrath, M. J., 1984-	Strathmore Municipal Library	Active <small>(since 28/11/2012)</small>	5 of 5
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Cancel Selected **Cancel All** Suspend/Reactivate Selected Suspend/Reactivate All

- TRACpac will confirm that you want to cancel the selected holds. Click **Yes**.