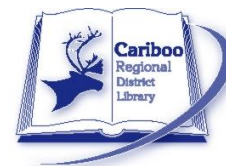


Editing a Hold



1. Go to CRDL website (www. <http://www.cln.bc.ca/>)

2. Click on My Account located at the top right hand corner of the webpage



3. You will be prompted to log in. Enter your Username first. Your username is your library card barcode no number – no spaces. If this is your first time logging in your password should be the last 4 digits of your phone number. There is an extra step the first time you login to protect the integrity of your account. You will be required to change your password (it must be at least 7 characters with at least one number and one letter).

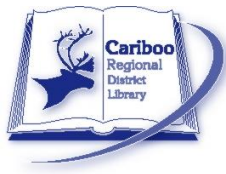
Enter your username or library barcode	23923....
Password
<input type="button" value="Login"/> <input type="button" value="Cancel"/>	

4. Click on Items on Hold

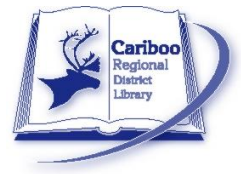
Account Summary	Items Checked Out	Items on Hold	Fines
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5. Click on Edit (on the right hand side of the hold)

Account Summary		Items Checked Out		Items on Hold	Fines		Account Preferences		My Bookbags	
- Actions for selected holds -										
Title	Author	Formats	Pickup Location	Status	Active	Activate on...	Expiration date	Select (All/None)	Edit	
Don't blink : a novel	Patterson, James		100 Mile House Branch	Waiting for copy	Yes		8/24/11	<input type="checkbox"/>	Edit	



Editing a Hold



6. From here you can:

- a. change the contact number
- b. enable email notification
- c. change the pick-up location
- d. suspend the hold

7. Once you have edited the hold,
click Update Hold.

NOTE: To see the changes reflected in your hold, log out and back in.

Questions? Contact your local [Area Branch](#)

Create / Edit a Hold	
Recipient:	Boop, Betty
Title:	Don't blink : a novel
Author:	Patterson, James
Format:	Books
Physical Description:	print 376 p. ; 25 cm.
Contact telephone number:	<input type="text" value="250-222-2222"/> (000-YYY-ZZZZ)
Enable phone notifications for this hold?	<input checked="" type="checkbox"/>
Contact email address:	(Patron has no configured email address) (See My Account for setting your email address)
Enable email notifications for this hold?	<input type="checkbox"/>
Pickup location:	<input type="text" value="100 Mile House Branch"/>
Expiration date:	Cariboo Regional Library 100 Mile House Branch Alexis Creek Branch Anahim Lake Branch Big Lake Branch
Suspend this hold (Help)	
<input type="button" value="Update Hold"/>	