Deleting a Hold Request

If a borrower no longer needs a requested item, you can delete the hold request from Checkout. You can also delete a hold request using the Request Pull List. If your system administrator has set it up, Horizon can generate a notice to notify the borrower when a request is deleted.

This section explains these topics:

- Deleting a Hold Request from Checkout
- Deleting a Hold Request Using the Pull List

Deleting a Hold Request from Checkout

You can delete a borrower’s hold request using the Checkout process.

To delete a hold request from Checkout

1. In the Checkout window, identify the borrower.
2. Choose Borrower, Requests.
   Horizon displays the Borrower Request List window.
3. Highlight the request to delete.
4. Click Delete.
   Horizon asks you to verify that you want to delete the request.
5. Click OK to delete the request and remove the item from the list; otherwise, click Cancel.