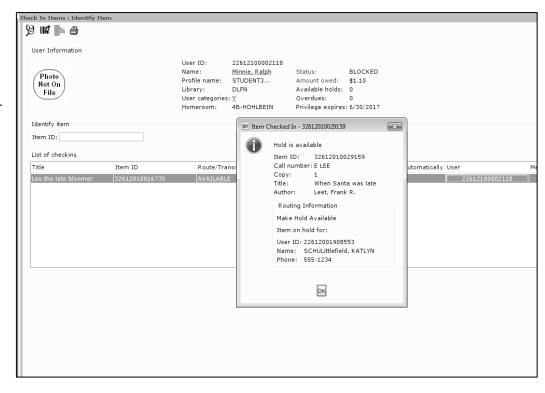## Print HOLD screen message from Workflows Screen for user notification

When item is checked in, there is an alert set to display that this is an item on HOLD. This alert displays as shown here:

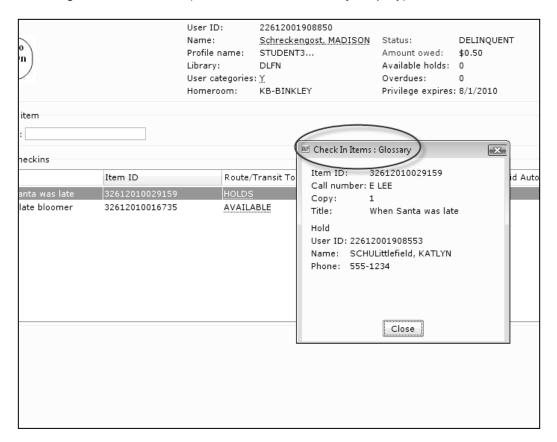However, there is no way to print this alert – Print Screen option is NOT available for this alert.

Following are instructions to be able to print this alert from the **CHECK IN Screen**.

The **CHECK IN** list will have a glossary for the item that is on Hold (as shown here):
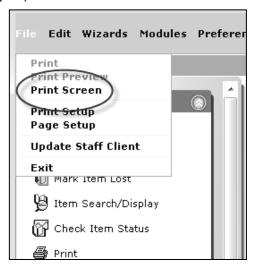
Click on that glossary and you will get the same hold message with info about the hold as was in the alert message - shown here – (note, this is the *Glossary* display):

You can NOW use the Print Screen process to print this info (in Word, or other word processing program that you have mapped):

Results are in word document : (can be edited as desired)

Check In Items : Glossary

Item ID:	32612010029159
Call number:	E LEE
Copy:	1
Title:	When Santa was late

Hold	
User ID:	22612001908553
Name:	SCHULittlefield, KATLYN
Phone:	555-1234