

HOW TO CANCEL RESERVED BOOK ONLINE

Step 1: Go to “Your summary” and click on “Holds” tab. The lists of reserved book appear. To cancel holds (Reserve) books, click on cancel button against the book under modify column.

The screenshot shows a web browser window with the URL `192.168.3.223/cgi-bin/koha/opac-user.pl?#opac-user-holds`. The page displays the user's profile for Mr. SOURAV KUMAR MOHANTA. On the left, there is a navigation menu with options like 'TU Home', 'Library Home', 'Library Team', 'ETD Repository', 'E-Resources', 'E-ShodhSindhu', 'DeLCON', 'URKUND', 'DELNET', and 'Contact Us'. Below the menu are links for 'your summary', 'your fines', and 'your personal details'. The main content area shows the user's account information and a summary of their holds. There are two tabs: 'Checked out (1)' and 'Holds (1)'. The 'Holds (1)' tab is active and highlighted with a red box. Below the tabs, there is a section titled 'Holds (1 total)' containing a table with the following data:

Title	Placed on	Expires on	Priority	Status	Suspend	Modify
Operating systems concepts / Silberschatz, Abraham	26/05/2019	Never expires	1	Pending	<input type="checkbox"/> Suspend	<input type="button" value="Cancel"/>

Below the table, there are controls for managing holds: 'Suspend all holds until [input] Clear date to suspend indefinitely' and 'Resume all suspended holds'. A red box highlights the 'Cancel' button in the 'Modify' column, with a red arrow pointing to it and the text 'CLICK HERE'.