

Add or change pickup location

- **Article Type:** Q&A
 - **Product:** Voyager
 - **Product Version:** All
 - **Relevant for Installation Type:** Dedicated-Direct; Direct; Local; Total Care
-

Question

How can the pickup location be changed, or temporarily changed, for circulation materials?

Answer

Desired outcome:

1. Open SysAdmin
2. Navigate to Circulation>>Policy Definitions>>Locations
3. Choose the new pickup location
4. Choose "Settings..."
5. Click the "Circulation Location" checkbox
6. Choose 'Pick up location'
7. Save those settings.
- 7a. If replacing an existing location, make sure that the "Pick up location" box is not checked for the old location.

Category: System Admin
