

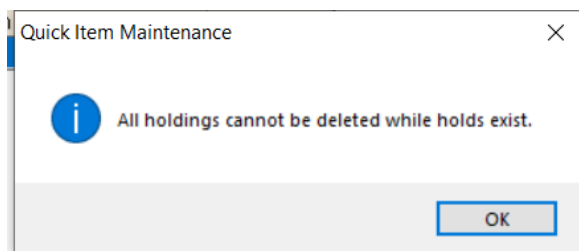
Bulk Delete with Quick Maintenance

The “Quick Maintenance” tool within the Item Maintenance function, can be used to bulk withdraw AND bulk delete items. **PLEASE READ THROUGH ENTIRE DOCUMENT BEFORE USING.**

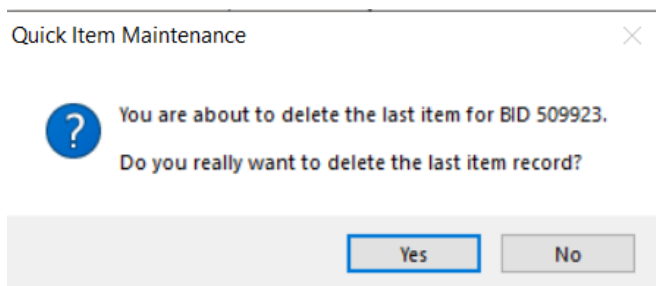
Below are the steps to run Quick Maintenance for bulk deleting. Included are also images of the messages you may see when trying to bulk delete. Any items that have holds on them or fines attached to them will NOT be deleted. Any items that are the last on a BID will give you the option to continue to deletion or not.

1. Open CARL-X using the ‘xxxtech’ login
2. Click on the Item Maintenance tab on the left-hand side, OR, click on Items from the top menu and select Item Information from the drop down
3. Click on the icon “Quick Maintenance” to the right of the window
4. In the Quick Item Maintenance window that comes up, start scanning/pasting your items into the Item Number field
 - a. Click the Add button after each one if typing/pasting in
 - b. **NOTE:** If you would like a list of the items prior to deletion for your records, you would need to right click, copy and paste the data into an Excel file
5. Once all the barcodes have been added in, click the Delete button at the bottom of the window
6. IF, there are no issues with the items, you will not receive any confirmation windows; all has been deleted and you can move on
7. IF there are issues with any of the items, such as holds or fines attached to the items, windows will pop up indicating such – below are screen shots of these error windows

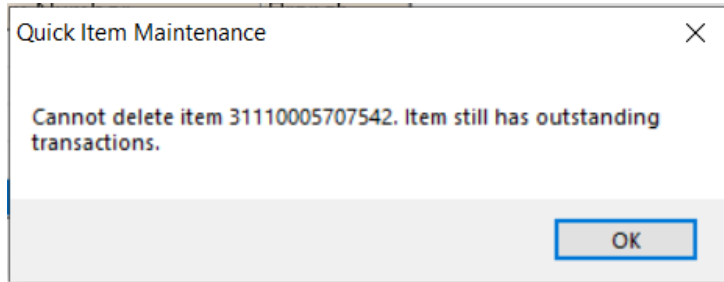
Cannot be deleted because hold(s) exist – click OK



Last item for BID; delete or no – Go ahead and say Yes



Item has outstanding transactions (fines) attached to it – Click OK. You may want to go into the item record, locate the patron who has the fines and waive those if you are comfortable doing so. Bills should remain on unless, again, you are comfortable waiving it and it is **YOUR ITEM**. *Items should only be deleted if it is yours anyway*



If you get any of these messages, the item will not be deleted and you should investigate any holds or fines the item(s) may have attached to it.