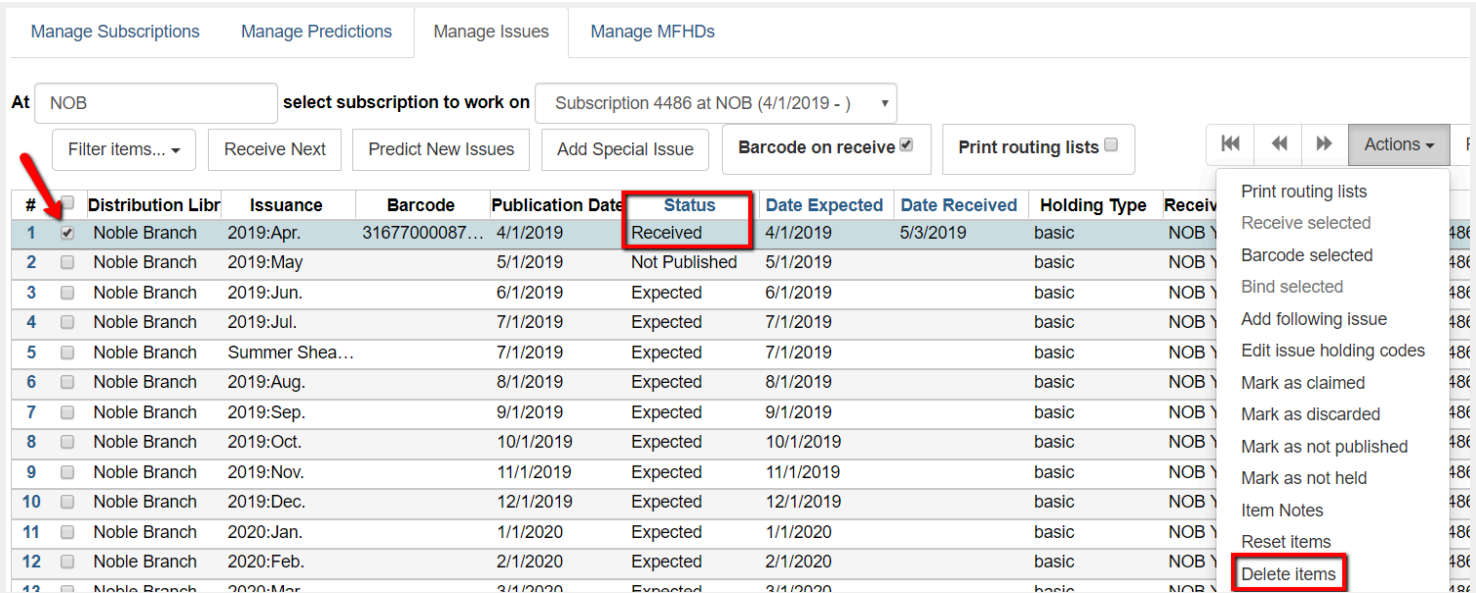


Deleting Subscriptions and Items

Deleting Subscriptions

If your library is no longer receiving a serial title you may wish to delete the subscription. Subscriptions cannot be deleted if there are any “dependent objects” (e.g. Received items) associated with them. To delete a subscription for which issues have been received:

- On the Serials Menu, choose “Manage Subscriptions”
- Choose the “Manage Issues” tab
- Select all items that have been received
- From the “Actions” menu, choose “Delete Items”



Manage Subscriptions Manage Predictions Manage Issues Manage MFHDs

At NOB select subscription to work on Subscription 4486 at NOB (4/1/2019 -)

Filter items... Receive Next Predict New Issues Add Special Issue Barcode on receive Print routing lists

#	<input type="checkbox"/>	Distribution Libr	Issuance	Barcode	Publication Date	Status	Date Expected	Date Received	Holding Type	Receiv
1	<input checked="" type="checkbox"/>	Noble Branch	2019:Apr.	31677000087...	4/1/2019	Received	4/1/2019	5/3/2019	basic	NOB \
2	<input type="checkbox"/>	Noble Branch	2019:May		5/1/2019	Not Published	5/1/2019		basic	NOB \
3	<input type="checkbox"/>	Noble Branch	2019:Jun.		6/1/2019	Expected	6/1/2019		basic	NOB \
4	<input type="checkbox"/>	Noble Branch	2019:Jul.		7/1/2019	Expected	7/1/2019		basic	NOB \
5	<input type="checkbox"/>	Noble Branch	Summer Shea...		7/1/2019	Expected	7/1/2019		basic	NOB \
6	<input type="checkbox"/>	Noble Branch	2019:Aug.		8/1/2019	Expected	8/1/2019		basic	NOB \
7	<input type="checkbox"/>	Noble Branch	2019:Sep.		9/1/2019	Expected	9/1/2019		basic	NOB \
8	<input type="checkbox"/>	Noble Branch	2019:Oct.		10/1/2019	Expected	10/1/2019		basic	NOB \
9	<input type="checkbox"/>	Noble Branch	2019:Nov.		11/1/2019	Expected	11/1/2019		basic	NOB \
10	<input type="checkbox"/>	Noble Branch	2019:Dec.		12/1/2019	Expected	12/1/2019		basic	NOB \
11	<input type="checkbox"/>	Noble Branch	2020:Jan.		1/1/2020	Expected	1/1/2020		basic	NOB \
12	<input type="checkbox"/>	Noble Branch	2020:Feb.		2/1/2020	Expected	2/1/2020		basic	NOB \
13	<input type="checkbox"/>	Noble Branch	2020:Mar		3/1/2020	Expected	3/1/2020		basic	NOB \

Print routing lists
 Receive selected
 Barcode selected
 Bind selected
 Add following issue
 Edit issue holding codes
 Mark as claimed
 Mark as discarded
 Mark as not published
 Mark as not held
 Item Notes
 Reset items
 Delete items

- When the pop-up confirmation displays, click “OK/Continue”

Next:

- Select the “Manage Subscriptions” tab
- Select the subscription you wish to delete
- From the “Actions” menu, choose “Delete Subscription”

#	<input type="checkbox"/>	Owning Libra	Distribution L	Distribution L	Item Stream	Offset	Start Date	End Date	Route
1	<input type="checkbox"/>	Noble Bran...	Noble Bran...	Adult Maga...	4802		4/1/2019 1...		NOB
2	<input type="checkbox"/>		test		4809		5/15/2019 ...		
3	<input checked="" type="checkbox"/>		Adult Maga...		4810	1 day	6/1/2019 1...		

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Actions ▾

- Apply Binding Template
- Additional Routing
- Subscription Notes
- Distribution Notes
- Link MFHD
- Delete Subscription
- Delete Distribution

Deleting Items

To delete items, but **retain a subscription**: (e.g. when weeding issues)

- On the Serials Menu, choose Manage Subscriptions
- Choose the “Manage Issues” tab
- Select all items that have been received but are being weeded
- From the “Actions” menu, choose “Reset Items”
- Select all items to be deleted
- From the “Actions” menu, choose “Delete Items”