

OPALS Union Catalogue Tutorials Building Level Holdings Deletions

Click “Login”

(...Top right hand corner of the Union Catalog screen)

1. Enter Username & Password – Click “Login”

Union: Rockland SLS Union [union] ▼

System: - None - ▼

District: - None - ▼

Library: - None - ▼

Username: admin

Password:

Login

2. Select Library Location for deletions – Click “Login”

Union: Rockland SLS Union [union] ▼

System: ROCKLAND BOCES - SCHOOL LIBRARY SYSTEM [W] ▼

District: RAMAPO CENTRAL SCHOOL DISTRICT [RCSD] ▼

Library: Viola Elementary [WZYL] ▼

Username: admin

Password:

Login

3. You are now logged into the location at which you will delete holdings

You are logged in as admin to [Viola Elementary](#).

Union: Rockland SLS Union [union] ▼

System: ROCKLAND BOCES - SCHOOL LIBRARY SYSTEM [W] ▼

District: RAMAPO CENTRAL SCHOOL DISTRICT [RCSD] ▼

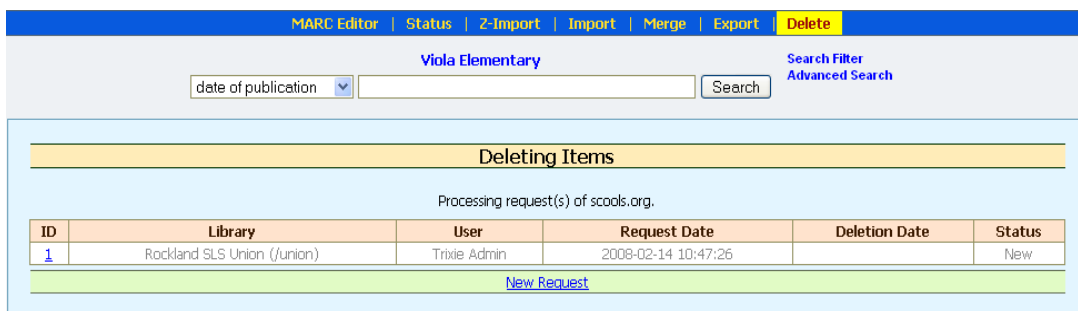
Library: Viola Elementary [WZYL] ▼

Switch

4. Access Deletions Functions: Mouse over “Items” tab -> Select “Delete”

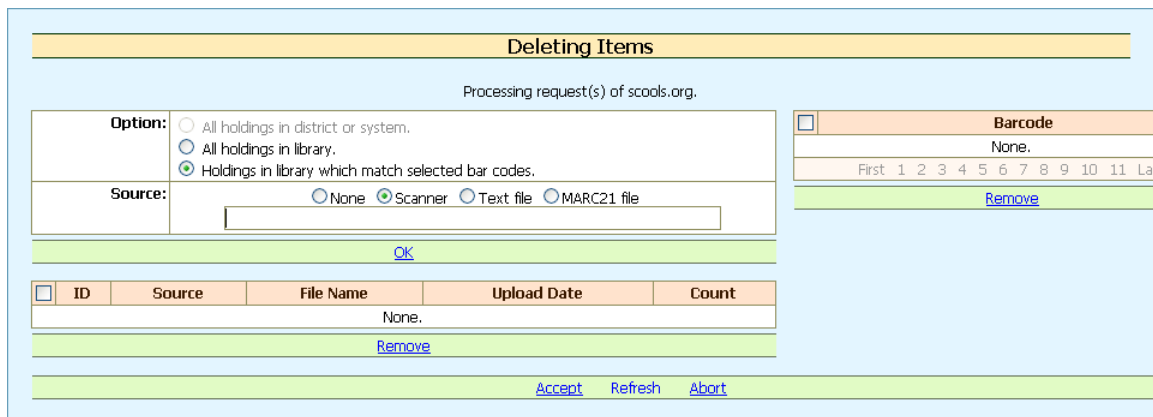


5. System displays “Deleting Items” function for selected library below – Click “New Request”



System displays options for deleting holdings below

6. Click “Holdings in library which match selected bar codes”
7. Click “Scanner”
8. Enter or Scan bar code in the “Source” data entry box
9. Click “OK”



10. Enter or scan each holdings barcode to delete
11. Click “OK” after entering or scanning each barcode
Note the list of accumulated scans in the box on the right
12. Review the scanned barcodes list
13. To remove a barcode from the list, click the checkbox... then click remove
14. When the list of barcodes is complete & verified, click “ACCEPT”

Deleting Items

Processing request(s) of scools.org.

Option: All holdings in district or system.
 All holdings in library.
 Holdings in library which match selected bar codes.

Source: None Scanner Text file MARC21 file

[OK](#)

ID	Source	File Name	Upload Date	Count
<input type="checkbox"/> 1	Scanner		2008-02-20 14:18:52	8
Total :				8

[Remove](#)

<input type="checkbox"/>	Barcode
<input type="checkbox"/>	WYZL01028
<input type="checkbox"/>	WYZL01147
<input type="checkbox"/>	WYZL15187
<input type="checkbox"/>	WYZL15467
<input type="checkbox"/>	WYZL15761
<input type="checkbox"/>	WYZL16137
<input type="checkbox"/>	WYZL16889
<input type="checkbox"/>	WYZL17571

First [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) Last

[Remove](#)

[Accept](#) [Refresh](#) [Abort](#)

After you have clicked on “Accept” the program might take several minutes to delete each of the barcodes entered for deletion at this site.

15. To review the system log... mouse over the “Items” tab and click on “Delete” ... The system will display the deletions list log.

Viola Elementary

bar code

Search

Search Filter
Advanced Search

Deleting Items

Processing request(s) of scools.org.

ID	Library	User	Request Date	Deletion Date	Status
2	Viola Elementary (/union/WUJA/RCSD/WZYL)	Admin Admin	2008-02-20 14:10:45		Accepted
1	Rockland SLS Union (/union)	Trixie Admin	2008-02-14 10:47:26		New

[New Request](#)

You can verify deletions by searching the union database by deleted barcodes