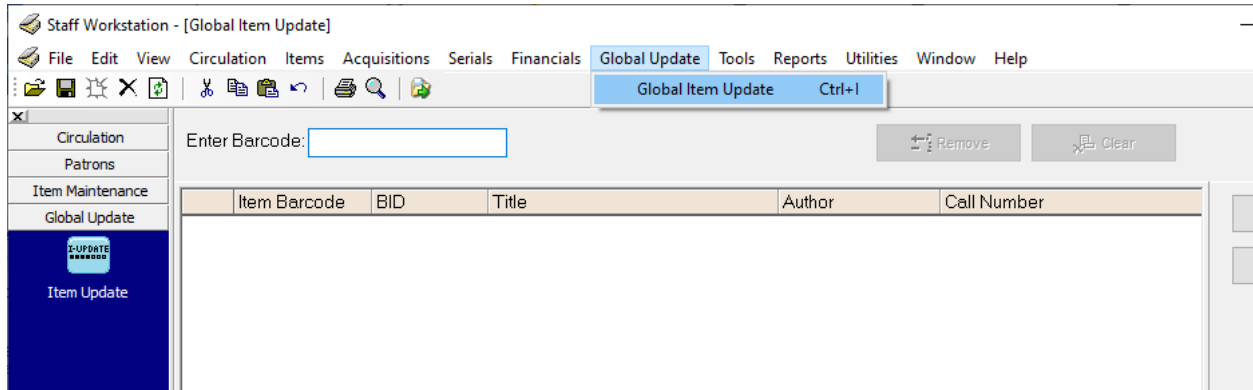
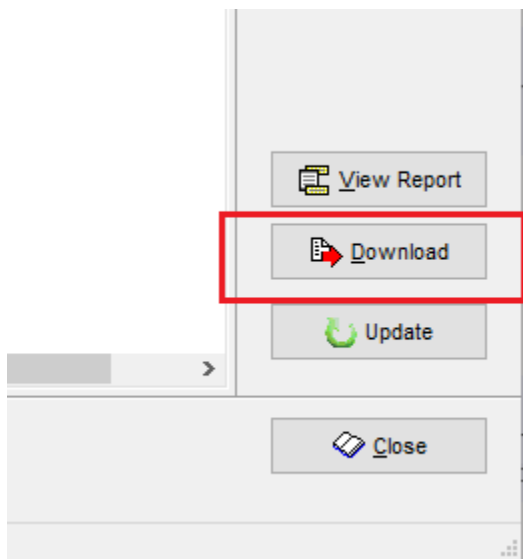


Global Update for Withdrawn Items - (Replacing Bulk Delete until further notice)

- Log in to CARLX Staff with the 'xxxtech' login
- Go to Global Update > Global Item Update in the top menu bar



- At the top of the window is an Enter Barcode box you can scan items into
- Scan in all the items you want 'Withdrawn'
- Once all items have been scanned, it is recommended you download the report by clicking "Download" along the right-hand side for your records



- Next, click Update (under Download)
- Check Status and change it to "Withdrawn"
 - This will suppress it from the OPAC but leave fines and bills on the patron records as fines and bills

Global Item Edit

Current Branch
[Dropdown]

Current Location
AAUDBK [Dropdown]

Media
AACD [Dropdown]

Owning Branch
[Dropdown]

Owning Location
AAUDBK [Dropdown]

Price
\$0.00

Suppress in OPAC
 No Yes

Alternate PAC Status
[Text Field]

Call Number
[Text Field]

Status
[Dropdown Menu]
On Shelf
On Shelf In Process
On Shelf in Process
On Shelf Temporary
Processing
Repair
Temporarily Closed - Not Available
Withdrawn

- Click OK – if it gives you another copy of the report, then keep for your records