

1. Access your Cleanup Utility either from your Start Menu or your Mandarin folder on the server.

		📇 CleanUp v2.2
2.	Choose your database.	Database
		Equipment 🔻
		Equipment
		Riverside Elementary
		Beecher Elementary
		Find Bibs without Holdings
		Find Holdings without Bibs
		Delete Records by Barcode
3.	Choose Delete Records by Barcode.	Find Inactive Patrons
		Transaction History Purge
		Marked Missing Purge
		Message Maintenance
		-

4. The Actions box in the lower left corner will become available; the cursor will blink. Scan your barcodes into the box (or type them in and press Enter after each one.)

5. When you scan or type the barcodes, it will create a list of barcodes to be deleted in the top center. If you want to see the holding record for any of these items, simply click on any you wish to see. The record will appear on the right.

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7. You can either choose DELETE records or PURGE records. It is recommended that you choose DELETE only; that way you can still go into Report Tool and print out a list of items that have been deleted for your records. If you choose PURGE, there is no way to count how many items you have discarded. Instead of using Report Tool, you can also click the "Save Information" button – this will give you a simple text file that lists the items you have deleted.

