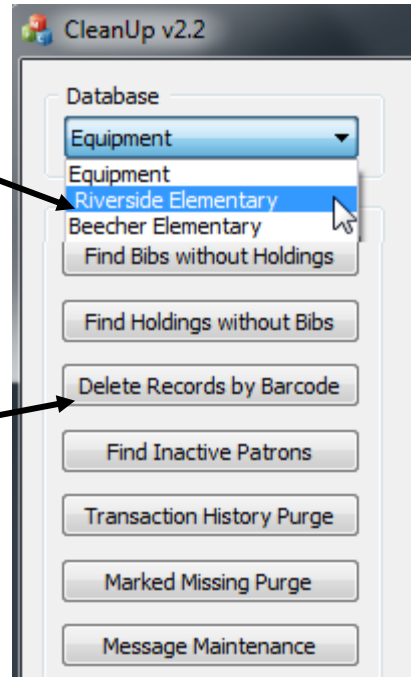


USING THE CLEANUP UTILITY TO DELETE ITEMS



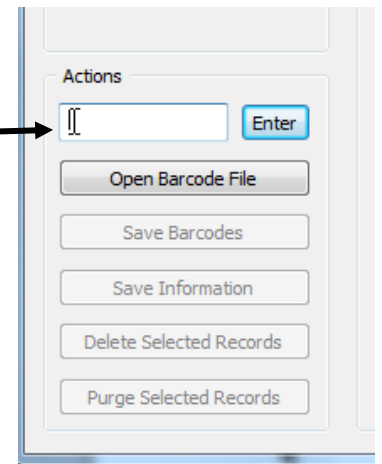
1. Access your Cleanup Utility either from your Start Menu or your Mandarin folder on the server.

2. Choose your database.



3. Choose Delete Records by Barcode.

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.

6. Once you have entered all your barcodes, choose “Select All.”

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.