USING THE CLEANUP UTILITY TO FIND BIBLIOGRAPHIC RECORDS WITHOUT HOLDINGS

1. Open the Cleanup Utility from your Start Menu (Mandarin M3…Utilities…CleanUp).
   (Note: if you do not have the Cleanup Utility on your Start Menu, you can open it from your Mandarin folder on the server; look for your M3 folder and open Cleanup.exe by double clicking on it.)

2. Choose your database.

3. Choose Find Bibs without Holdings.

4. It will begin to scan the database. When the utility has finished running, it will display a dialog box telling you how many items it found. Click OK.
5. A list of items found will appear in the center window (if any). If they are red, they are already marked for deletion. Black records are not deleted. If you want to see more information for any of these items, simply click on any you wish to see. The record will appear in the right hand window.

6. You can either choose to DELETE these records or PURGE them. First, click “Select All” or select individual records by holding the control key down and clicking the records you want, then click “Delete Selected 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 (which you will need for your BEDS report the next year!) If you choose PURGE, there is no way to count how many items you have discarded.