AFO 122 - Overview of deleted holdings
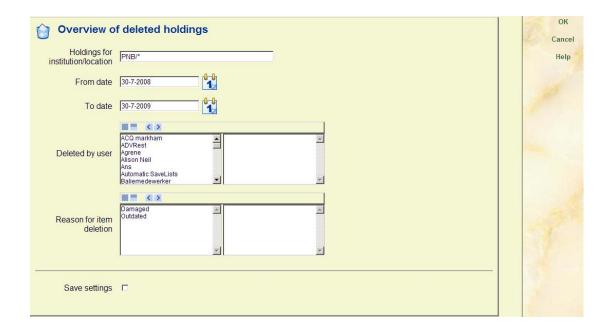
122.1 Introduction

Use this AFO to display a list of the items deleted via AFO 121 that fit the search conditions that you specify.

Note!

This AFO is not meant for statistical purposes, use AFO 141 (SSP) for this.

122.2 Overview of deleted holdings

After starting this AFO the following input screen will be displayed:

Fields on the screen

Holdings for institution/location - enter the institution and location codes for the deleted holdings record items that you want to display. Use the format [institution code]/[location code]. For example, PNB/BD.

To display deleted holdings records for all institutions and locations, enter an asterisk **(*)**.

To display deleted holdings records for one institution and all that institution's locations, enter [institution code]**/*** (asterisk). For example, PNB/*.
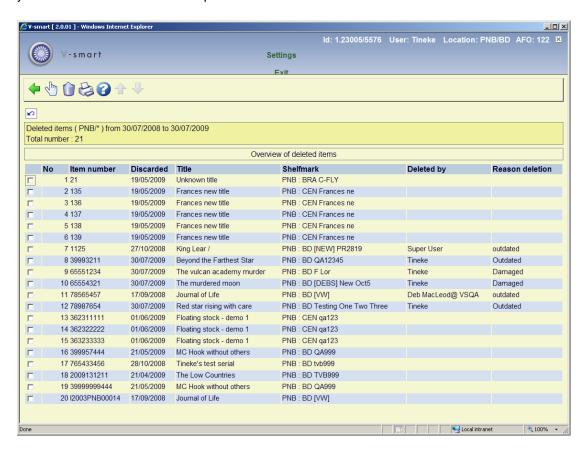
From date - click the drop down arrow to select the date for the beginning of the date range for which you want to display deleted holdings record items.

To date - click the drop down arrow to select the date for the end of the date range for which you want to display deleted holdings record items.
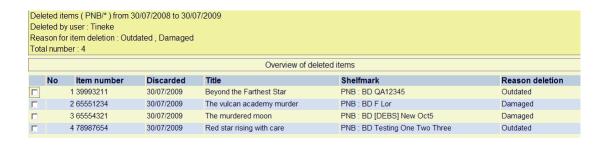
Deleted by user: optionally select one or more users from the list.

Reason for item deletion: optionally select one or more reasons from the list.

When you have determined your selection click on **OK** and an overview screen will be presented. It may take a little while before this screen is presented, depending on the size of your database and the criteria specified.

The header displays the search criteria you specified and can therefor differ.

Deleted items (PNB/*) from 30/07/2008 to 30/07/2009
Deleted by user : Tineke
Reason for item deletion : Outdated , Damaged
Total number : 4

	No	Item number	Discarded	Title	Shelfmark	Reason deletion
	1	39993211	30/07/2009	Beyond the Farthest Star	PNB : BD QA12345	Outdated
	2	65551234	30/07/2009	The vulcan academy murder	PNB : BD F Lor	Damaged
	3	65554321	30/07/2009	The murdered moon	PNB : BD [DEBS] New Oct5	Damaged
	4	78987654	30/07/2009	Red star rising with care	PNB : BD Testing One Two Three	Outdated

Columns on the screen

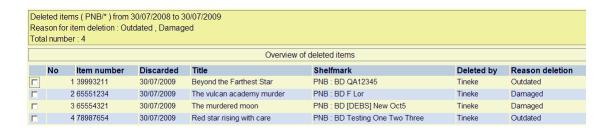**Item number** - displays the barcode of the item.

Discarded - displays the date on which the holdings record item was deleted.

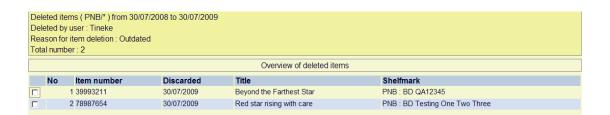**Title** – displays (part of) the title information.

Shelfmark - displays the shelfmark to which the deleted item was linked.

Reason deletion - will display the deletion reason, only if the selection results in more than one reason occurring for the various items

Deleted by – will display user names only if the selection result in more than one user having deleted items.

Deleted items (PNB/*) from 30/07/2008 to 30/07/2009
Reason for item deletion : Outdated , Damaged
Total number : 4

	No	Item number	Discarded	Title	Shelfmark	Deleted by	Reason deletion
☐	1	39993211	30/07/2009	Beyond the Farthest Star	PNB : BD QA12345	Tineke	Outdated
☐	2	65551234	30/07/2009	The vulcan academy murder	PNB : BD F Lor	Tineke	Damaged
☐	3	65554321	30/07/2009	The murdered moon	PNB : BD [DEBS] New Oct5	Tineke	Damaged
☐	4	78987654	30/07/2009	Red star rising with care	PNB : BD Testing One Two Three	Tineke	Outdated

Alternatively, if one reason and one user have been selected, the additional columns **Reason deletion** and **Deleted by** will not display.

Deleted items (PNB/*) from 30/07/2008 to 30/07/2009
Deleted by user : Tineke
Reason for item deletion : Outdated
Total number : 2

	No	Item number	Discarded	Title	Shelfmark
☐	1	39993211	30/07/2009	Beyond the Farthest Star	PNB : BD QA12345
☐	2	78987654	30/07/2009	Red star rising with care	PNB : BD Testing One Two Three

Options on the screen

Choose item (+) - select an item and use this option to display additional information.

Delete (+) - select an item from the displayed list and then this option to delete it from the list.

Print list - allows you to print the displayed list using the standard output procedure.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	April 2008	creation	
1.1	June 2008	added info on deletion reasons	