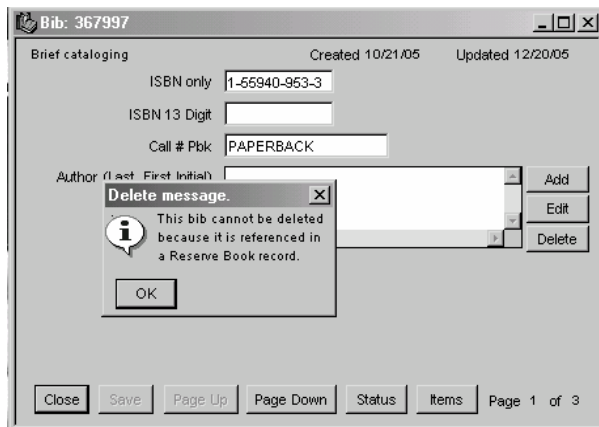
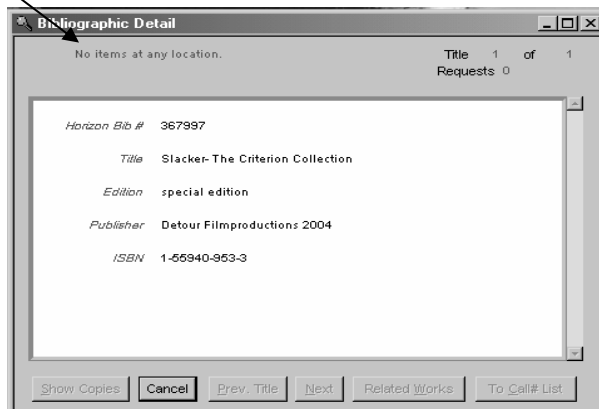
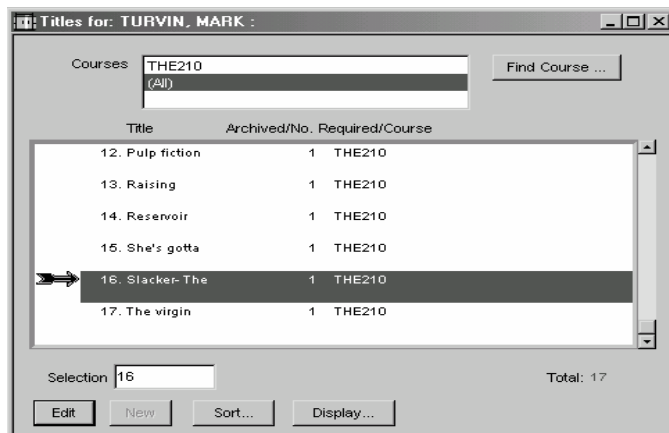


Removing Titles from Reserve

The titles listed have no item records, but cannot be deleted because they are still associated with an instructor in the Reserve Room.



- Log in to your Reserve Room location.
- Search for the Instructor linked to the title to be deleted.
- Click the *Titles* button.
- At Courses, highlight the course linked to the title to be deleted or select All to display all titles.



- Highlight the title from the titles list and click *Edit*

The screenshot shows a window titled "Edit: Reserve Title" with a standard Windows interface. The main content area is titled "Title Dental health education : lesson planning & implementation /". Below this, there are several fields and controls:

- Course:** A dropdown menu with "New" and "Delete" buttons. The selected item is "FIDAZZO, MARIA: Prevention of dental disease". To the right of the dropdown is "1 of 1".
- Course Group:** "1471 Prevention of dental disease"
- Instructor No.:** "1329 FIDAZZO, MARIA"
- No. Required:** A text input field containing "1".
- Date: Res.:** "09/08/2006" | **Withdr.:** "12/16/2006" | **Reactiv.:** An empty text input field.
- Comment:** An empty text input field.
- Status:** Radio buttons for "Active" (unselected) and "Not Active" (selected).
- Copies Required:** "Active 0", "Not Active 1", "Provisional 0".
- Maximum Needed:** An empty text input field.
- No. of Items:** "On Reserve 0", "At Other Locations 0", "Archived 0".
- Buttons:** "Close", "Save", "Items", and "Item Archives".

- Click the *Delete* button to delete the title.
- Click the *Save* and *Close* buttons.

When all titles have been deleted, send an email to Cheryl Laieski at LTS to let her know.