



# Delete a brief record in WorkFlows

**NOTE:** This deletion method is only recommended for brief titles

1. In the circulation module, open the Delete Title, Call Numbers or Items wizard in the Items group.

**Circulation module > Items > Delete Title, Call Numbers or Items**

2. Search for or scan the item.
3. Check the boxes next to the call number and item you wish to delete.
4. When the boxes are checked, the Delete button on the bottom will activate. Click Delete.
5. Choose **Yes** to remove the record.

