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N. How to Delete a Footnote Text Record

This function may be used to remove a footnote text record from the TIS data base. Its primary use is to eliminate a record which is no longer being used or has major errors, usually prior to readding the correct footnote text. Before a footnote record can be deleted, the footnote number must be removed from all associated equivalency records. Deletions may be done only to footnote text records for your institution (i.e. where your institution is the To Institution). Footnotes numbered in the range 1-199 are systemwide footnotes and may be deleted by System Administration staff only.

The following steps are recommended to delete a footnote text record:

1. Select the "Footnote Text" option from the Maintenance Menu. (Refer to "How to Use the Maintenance Menu" [Sect. A] for help.)
2. Use the "Find Which Footnote" screen to retrieve the footnote text record you want to delete. (Refer to "How to Search for Footnote Text Records" [Sect. K] for help.)
3. Verify that the delete is appropriate by checking if the footnote is assigned to any equivalencies. To do this, move the cursor to the footnote text field on the "Footnote Text" screen and press the DETAIL function key (F2).
 - If the footnote is assigned, the affected equivalency records will be returned. At this point you must either remove the footnote number from these equivalencies or discontinue the deletion of the footnote text record.
 - If the footnote is not assigned to any equivalency records, then the message "No equivalencies found for your request" will be returned at the bottom of the screen. At this point press the RETURN function key (F8) to return to the footnote screen and proceed with the delete.
4. On the "Footnote Text" screen, select the "Delete footnote text" option from the File Menu* (Figure N-1).
5. While keeping the message on the screen, use the arrow keys to move the cursor to point to the footnote that you want to delete and press ENTER (Figure N-2). In the confirmation box, change "N" to "Y" to confirm the deletion and press ENTER (Figure N-3).

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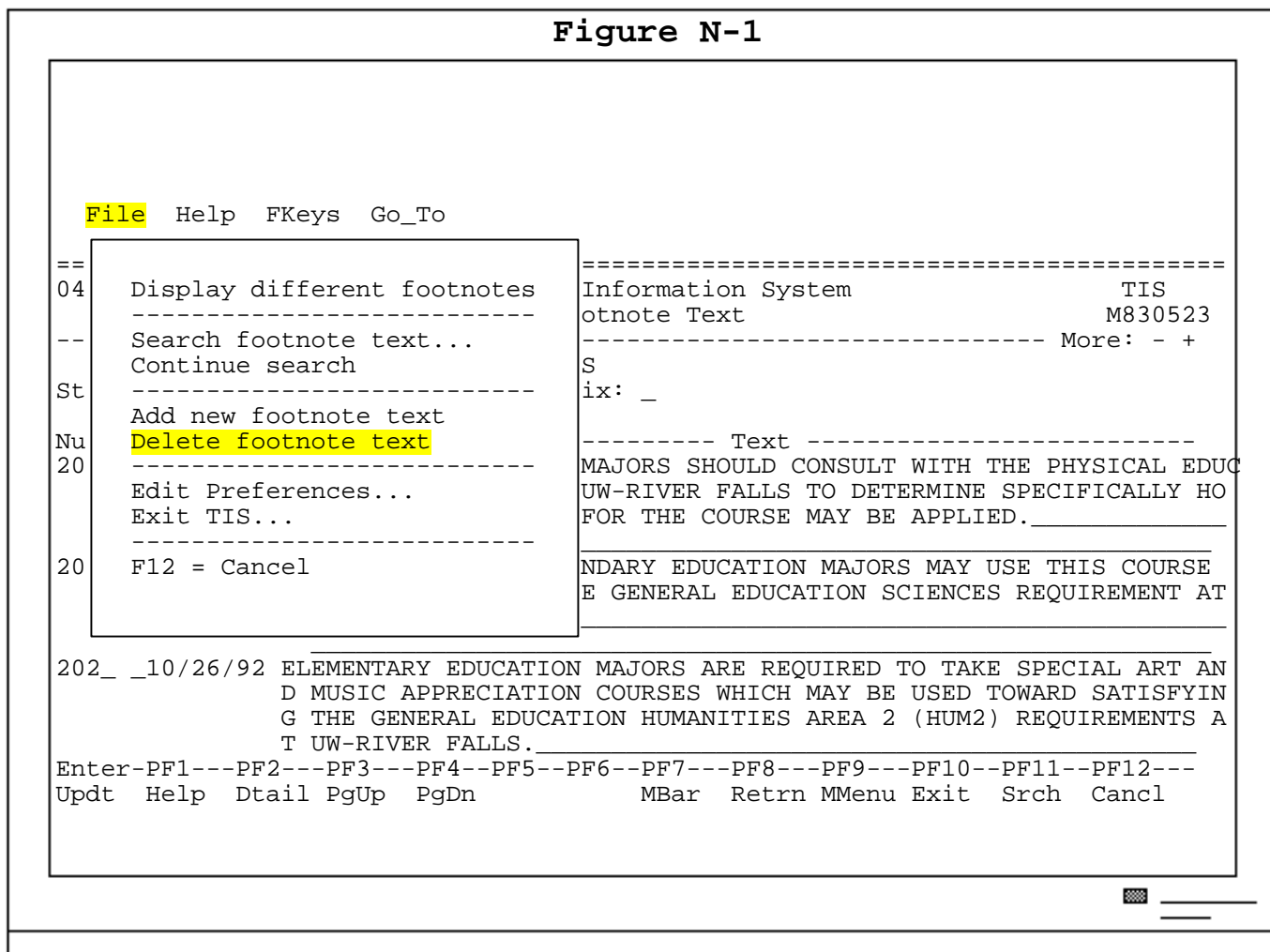
6. The message "The database has been updated" at the bottom of the screen indicates the deletion is complete (Figure N-4).
Note: As described in Step 3 above, if the footnote is assigned to any equivalency records, the deletion cannot be processed until the footnote number is removed from all equivalencies. If the footnote number has not been removed, a warning screen is returned to alert you to this problem.

* Use the Menubar function key (F7) or the arrow keys to move the cursor to the "File" menu item at the top of the screen and press ENTER; then move the cursor to the "Delete footnote text" item on the list and press ENTER again.

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FIGURES N-1 THROUGH N-4 SHOW HOW TO DELETE A FOOTNOTE TEXT RECORD:

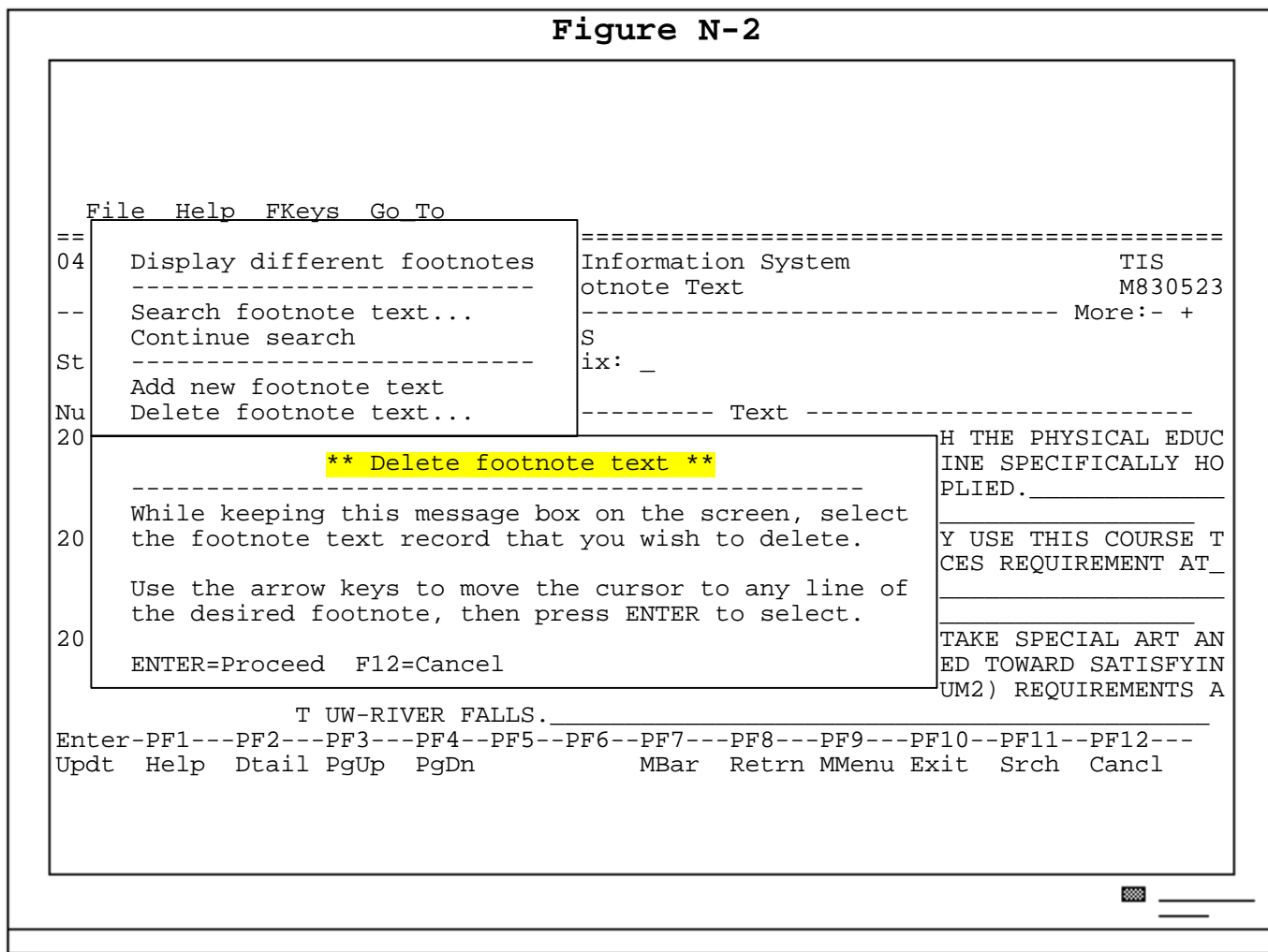
Figure N-1 shows how to select the "Delete footnote text" option from the File Menu.



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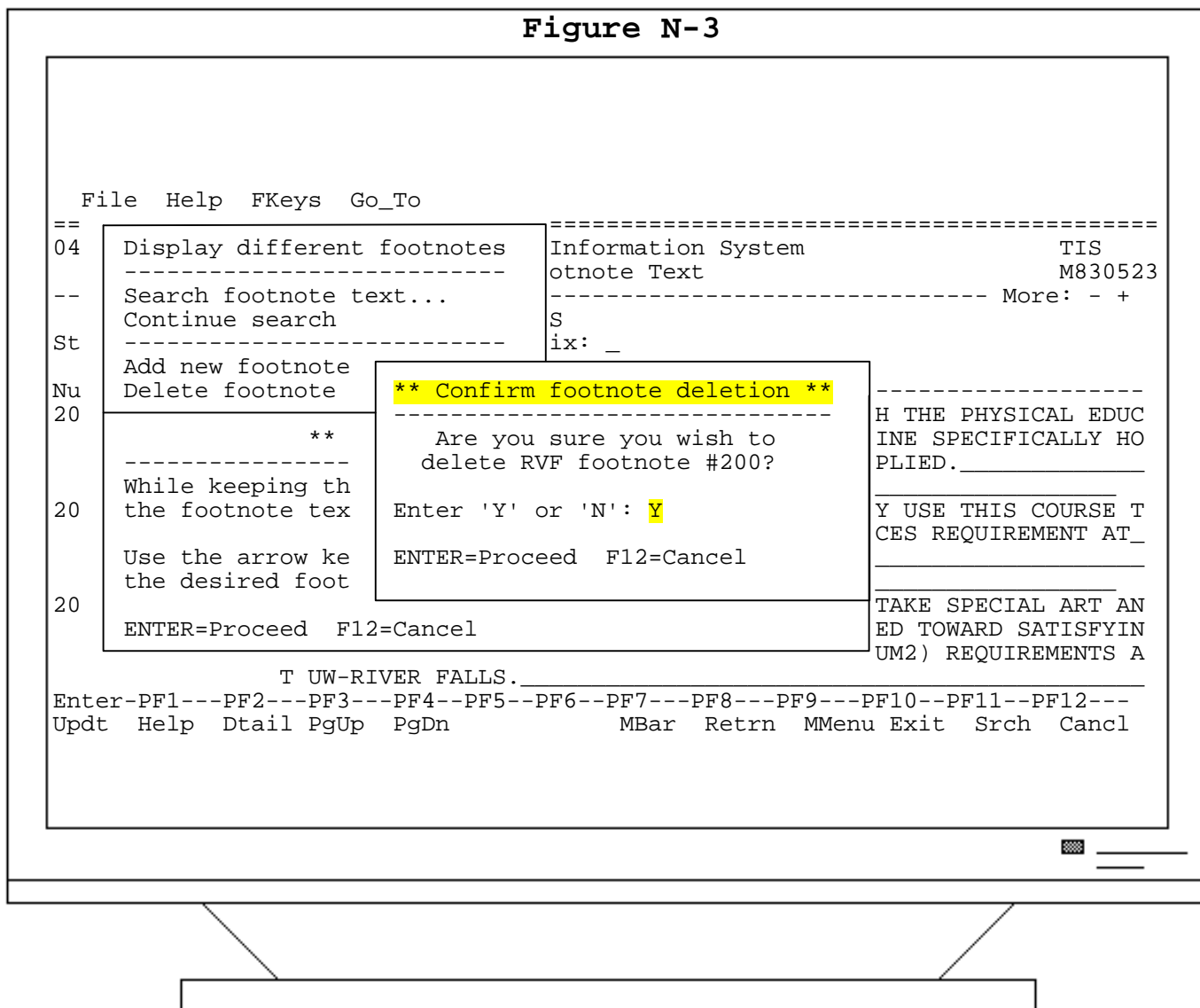
Figure N-2 shows the "Delete footnote text" Message Box with the instruction to move the cursor to any part of the footnote to be deleted. This example shows how to delete footnote text associated with footnote #200 at UW-River Falls.

Figure N-2



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Figure N-3 shows the "Footnote Deletion" Confirmation Box with a "Y" entered to delete UW-River Falls footnote #200.



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Figure N-4 shows that UW-River Falls footnote #200 has been deleted and that the data base has been updated.

Figure N-4

