

Deleting a duplicated portfolio created by Rialto

- **Product:** Rialto

Question

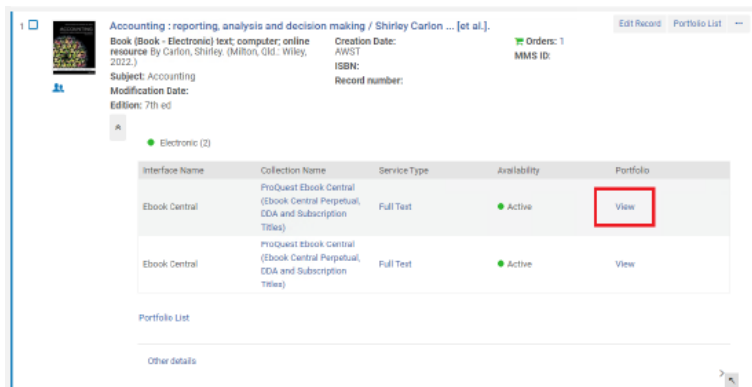
How to delete a duplicated portfolio created by Rialto?

Answer

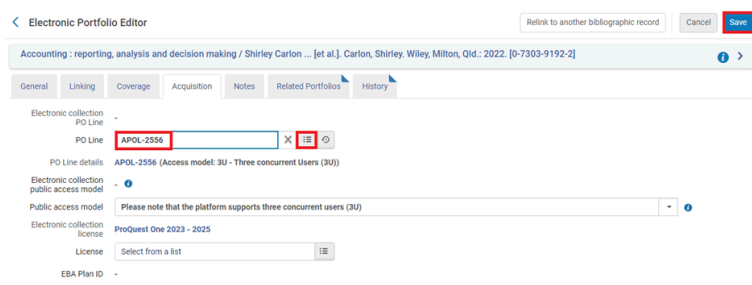
When Rialto tries to match Ebook Central records to the 035 field, it looks for a CZ record with the same value. Some Ebook Central titles, do not have values in the 035 field and therefore, Rialto cannot find matches (even if the title exists in the CZ). As a safety mechanism, Rialto creates a duplicate record to ensure expedient patron access to the new acquired title. Without this mechanism, records that do not immediately match to another would delay activation and block patron access.

To delete the duplicate portfolio created by Rialto you must follow these steps:

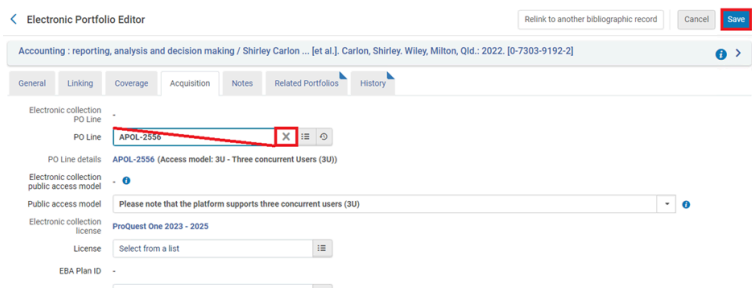
1. Search by title or ISBN in 'All titles' search bar.
2. Click 'view' in the first portfolio.



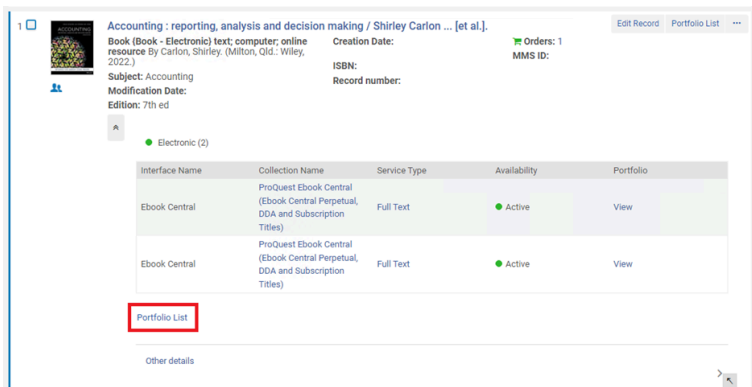
3. Go to the 'Acquisition' tab and add the corresponding POL. Once the POL is added, save the changes.



4. Back to the bibliographic record, Click 'view' in the second portfolio, this one should have the POL. Delete the POL from the 'Acquisition' tab.



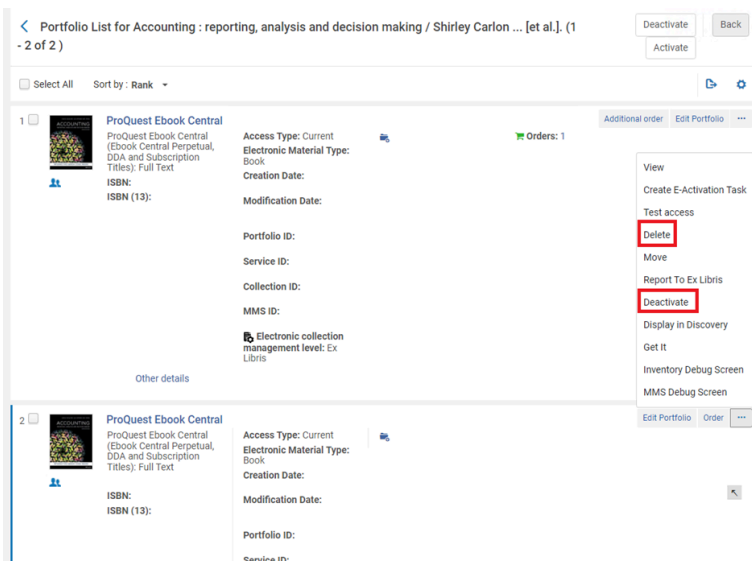
5. Back to the bibliographic record page, click on 'Portfolio List'.



6. Two portfolios will appear, the correct one now with the order, and the incorrect one with no order:

a. Deactivate the portfolio with no order.

b. Delete the portfolio with no order.



7. Click 'delete', a confirmation message will be displayed. Click 'Do nothing' in case both portfolios are under the same bibliographic record.

a. Choose 'Delete bibliographic record(s)' in case the duplicate portfolio has its own bibliographic record.

Delete confirmation

Handling bibliographic records without inventory

Look-up or select

Delete bibliographic record(s)

Do nothing

Suppress bibliographic record(s)

Confirm

8. Confirm process deleted successfully by searching for the record ISBN and verifying bibliographic record has only one POL and one portfolio.

If you require additional assistance in deleting a duplicate portfolio, please contact us via live chat or submit a support ticket [here](#).

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