

How to delete public notes from Item records?

- **Article Type:** General
 - **Product:** Alma
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Desired Outcome Goal:

To delete the public notes from a subset of item records

Procedure:

1. Create the set through advanced physical item search, using "Public Note Contains" as the parameter
2. Save the set
3. Go to Alma > Administration > Run a Job
4. Choose the "Change Physical Item" job
5. Choose the set
6. Check the Change box for Public Note
7. Run the job

Additional Information

This will remove all public notes from the records in the set.

Category: Resource Management

Subject: Inventory

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