

How to Remove a Public Note from Portfolios

- **Article Type:** Q&A
 - **Product:** Alma
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Question

How to remove a Public Note from set of Portfolios?

For example, portfolios have a Public Note “Click [HERE](#) to read this electronic book” that the customer would like to remove in bulk.

Answer

*Create a set with portfolios that have this as the Public Note.

*Run job “Change electronic portfolio information.”

*Select the set.

*Set Override Public Note= Unconditionally.

*Submit the job.

*The Public Note is now removed from the Portfolio.

Category: Resource Management

Subject: Inventory
