

Basic Suppression

Thursday, November 21, 2024 4:13 PM

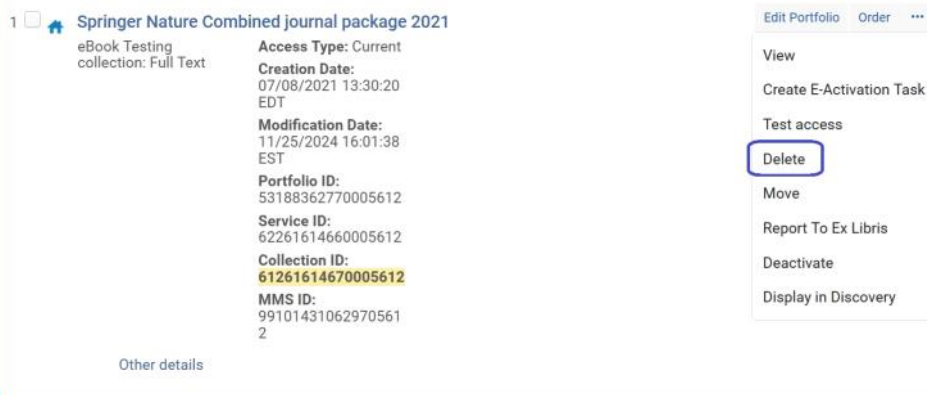
(Documentation from: Jessica S. Scott, Knowledge Assistant, and Ex Libris)

Single Portfolio
Single Record
Batch Portfolios <ul style="list-style-type: none">• Using Jobs• Within Collections• Using The Activation Wizard
Batch Records <ul style="list-style-type: none">• Using Jobs• Using Profiles
Collections (In works)
Digital (In works) <ul style="list-style-type: none">• Digital Representation• Collection

Single Portfolio

1. Search and bring up the portfolio you'd like to suppress.
2. One way you can first suppress the portfolio under the ellipses and click on **Deactivate**.

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The screenshot shows a portfolio record for "Springer Nature Combined journal package 2021". The record details include: Access Type: Current, Creation Date: 07/08/2021 13:30:20 EDT, Modification Date: 11/25/2024 16:01:38 EST, Portfolio ID: 53188362770005612, Service ID: 62261614660005612, Collection ID: 61261614670005612, and MMS ID: 991014310629705612. A dropdown menu is open on the right, showing options: View, Create E-Activation Task, Test access, Delete (highlighted with a red box), Move, Report To Ex Libris, Deactivate, and Display in Discovery.

3. The other way is to click on **Edit Portfolios**.

b.,



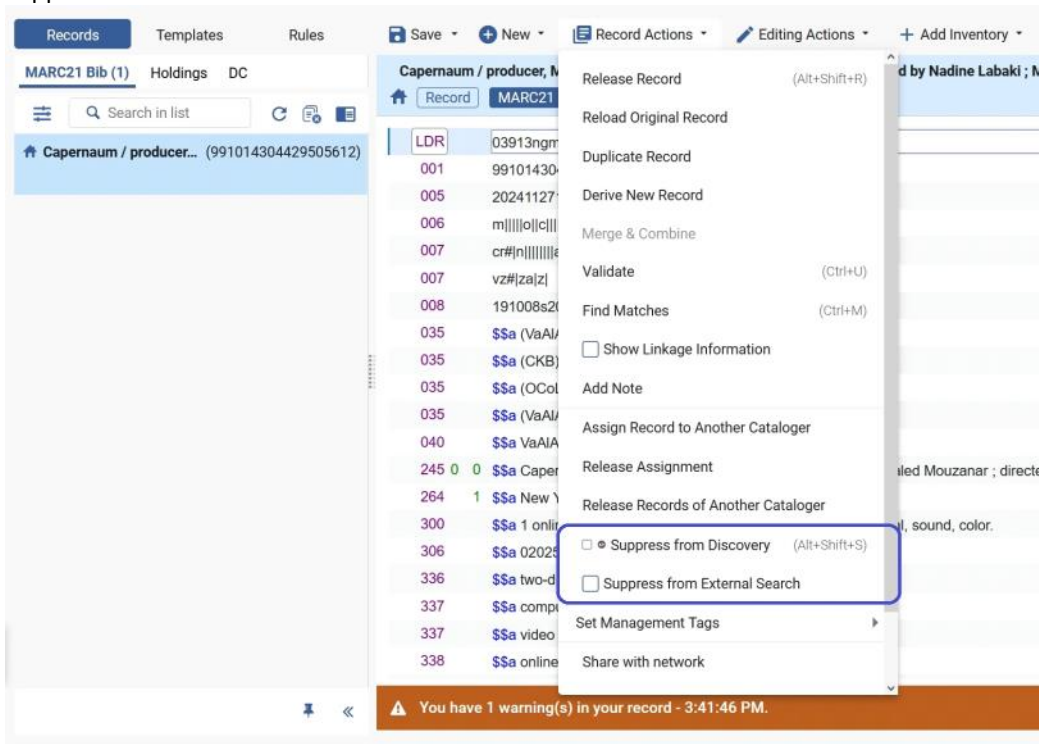
The screenshot shows the same portfolio record as above. The dropdown menu is closed, and the "Edit Portfolio" button in the top right corner is highlighted with a red box.

- a.,
- b., Under the **General Tab** at **Portfolio Availability**, click on **Not Available** and hit **Save** at the top right corner.



Single Record

- Bring up the record you want to suppress and open it in the Metadata Editor.
- At the top, go to Record Actions, and in the drop-down list, you will see the suppression options Suppress from Discovery and Suppress from External Search. Check what based on what level you need to suppress.
 - Suppress from Discovery- this will suppress the location of a record and make eResources unsearchable by title.
 - Suppress from External Search- record will not be searchable in Primo.



Batch Portfolios

Suppressing a portfolio does not automatically suppress the record, so it will still be searchable if you don't make the change.

Using Jobs

- Create a set of the portfolios you want to suppress.
- At **Admin**, on the left, under **Manage Jobs and Sets**, go to **Run A Job**.
- Search and select the Job **Change Electronic portfolio information** and hit **Next**.
- Select the set you created for suppression then hit **Next**.
- Scroll down and check the **Set availability status**; beside it, select **Inactive** then hit **Next**.
- On the "Run a Job - Review and Confirm" page, check the boxes for the information below. If anything looks incorrect, you can hit the **Back** button or **Cancel** the whole job.

General Information	Ensure you selected the correct job and set.	<div style="border: 1px solid #ccc; padding: 5px;"> <p>General Information</p> <p>Job Name <input type="text" value="Change Electronic portfolio information - Portfolio Deletes_Jobs - 12/04/2024 16:42:02 EST"/></p> </div>
Set Information	Make sure the Set Size matches the number of portfolios you plan to	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>Set Information</p> </div>

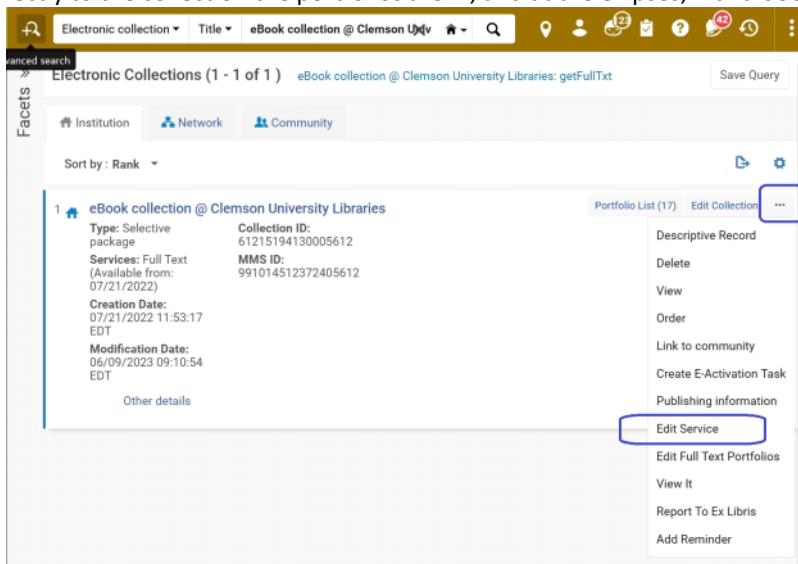
	suppress.	<p>Set ID 8700542320005612</p> <p>Name Portfolio Deletes_Jobs</p> <p>Set Size 30</p>
Schedule	Select when you want the job ran.	<p>Schedule</p> <p>SCHEDULE THE JOB TO RUN REGULARLY WITH THESE PARAMETERS ⓘ</p> <p>Frequency <input type="radio"/> Hourly <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Once <input checked="" type="radio"/> Run Now</p>
API Information	Nothing to check here.	
Task Parameters: Change Electronic Information	Make sure you select the correct parameters for suppression or any other changes you want to make.	<p>No <input type="checkbox"/> Set proxy <input type="checkbox"/> Unconditionally</p> <p>Yes <input type="checkbox"/> Set availability status <input type="checkbox"/> Inactive</p> <p>No <input type="checkbox"/> Set available from date - <input type="checkbox"/> Unconditionally</p> <p>No <input type="checkbox"/> Set available until date - <input type="checkbox"/> Unconditionally</p>

- If everything looks good, hit **Submit** and then **Confirm** in the pop-up window.
- When you are alerted that the job is done through email or on the page, go back to your set and check to see if the changes were correctly made.

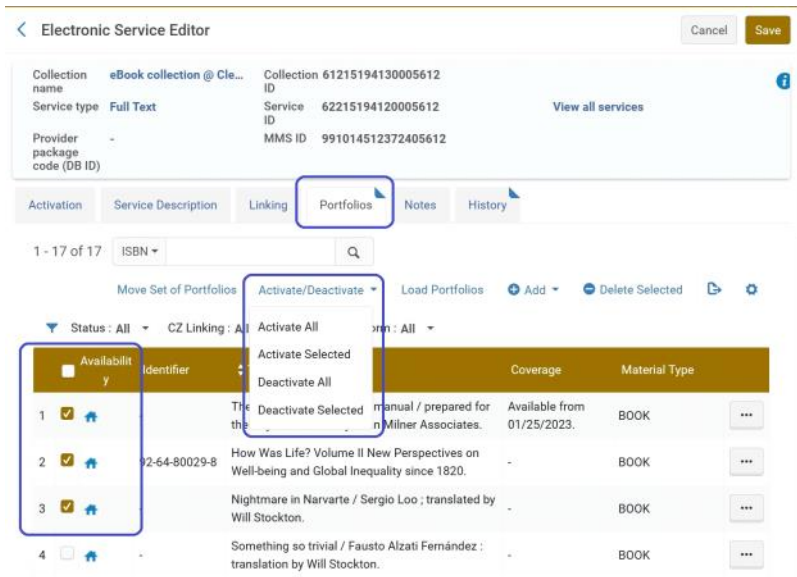
Within Collections

- Go directly to the collection the portfolios are in, and at the ellipses, hit **Edit Services**.

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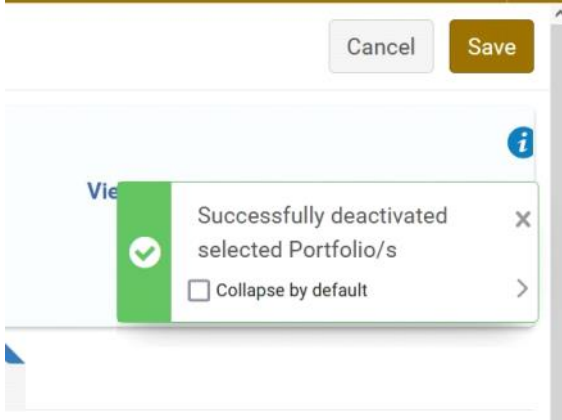


- On the "Electronic Service Editor" page, go to the **Portfolio** Tab.
- Scroll down to portfolios and check the ones you want to suppress. Just above the portfolios, hit the link **Activate/Deactivate** and select the Deactivate option you need.



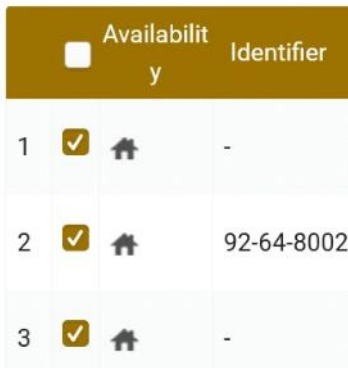
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4. When done, Alma will show a message that it has been deactivated.



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5. The icon will turn grey Under the header field **Availability**, showing that it has been deactivated.



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[Using The Activation Wizard](#)

(More information on Ex Libris page [Managing Electronic Resources](#))

1. Create a spreadsheet of the portfolios you want to suppress, making sure to use field headers that will be readable in Alma. You should be able to use one or a combination of TITLE, PORTFOLIO_PID, MMS, ISSN, and ISBN. In order to suppress you will also have to add the field AVAILABILITY.
2. Under TITLE, PORTFOLIO_PID, MMS, ISSN, and ISBN you will put the titles information, but under AVAILABILITY down the column you will put INACTIVE.

TITLE	ISBN	Portfolio_PID	MMS	AVAILABILITY
The Beaufort preservation manual / prepared for the City of Beaufort by John Milner		53222033860005612	991014464770105612	INACTIVE
How Was Life? Volume II New Perspectives on Well-being and Global Inequality since 1820.	92-64-31557-8	53215194170005612	991014420270805612	INACTIVE
Nightmare in Narvarte / Sergio Loo ; translated by Will Stockton.		53190232500005612	991014327934805612	INACTIVE

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3. Go directly to the collection the portfolios are in, and at the ellipses, hit **Edit Services**.

Electronic Collections (1 - 1 of 1) eBook collection @ Clemson University Libraries: getFullTxt

Facets: Institution, Network, Community

Sort by: Rank

1 eBook collection @ Clemson University Libraries

Type: Selective package
Collection ID: 61215194130005612
Services: Full Text (Available from: 07/21/2022)
MMS ID: 991014512372405612
Creation Date: 07/21/2022 11:53:17 EDT
Modification Date: 06/09/2023 09:10:54 EDT

Other details

Portfolio List (17) Edit Collection ...

- Descriptive Record
- Delete
- View
- Order
- Link to community
- Create E-Activation Task
- Publishing information
- Edit Service**
- Edit Full Text Portfolios
- View It
- Report To Ex Libris
- Add Reminder

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4. On the "Electronic Service Editor" page, click the tab **Portfolios**; under the tab, click the link **Load Portfolios**.

Activation Service Description Linking **Portfolios** Notes History

1 - 17 of 17 ISBN

Move Set of Portfolios Activate/Deactivate **Load Portfolios** Add Delete Selected

Status: All CZ Linking: All COUNTER Platform: All

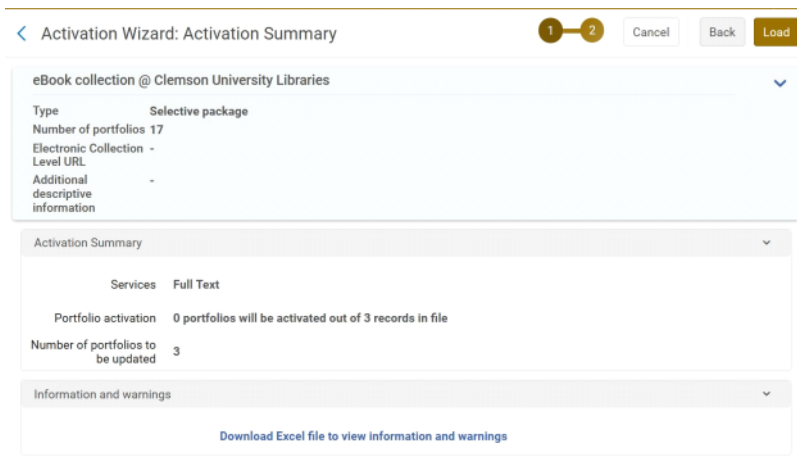
Availability	Identifier	Title	Coverage	Material Type
1		The Beaufort preservation manual / prepared for the City of Beaufort by John Milner Associates.	-	BOOK
2	92-64-80029-8	How Was Life? Volume II New Perspectives on Well-being and Global Inequality since 1820.	-	BOOK
		Nightmare in Narvarte / Sergio Loo ; translated by		

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5. On the "Activation Wizard: File Upload" fill in the following information under each box. Then hit **Next**.

Bibliographic	• Sect catalog: click Institution
Select File	• Format: click Portfolio Loader Format Excel
Select Loading Policy	• Loading Policy Type: Click Incremental
Select Action	• Choose Operation: Update
Select Validation Policy	• Click on Validate online

6. On the "Activation Wizard: Activation Summary," you can check to ensure the changes you want will be made. If everything looks good click on Load at the top right corner.



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7. When the job is done, go back and check to make sure your portfolios were deactivated.

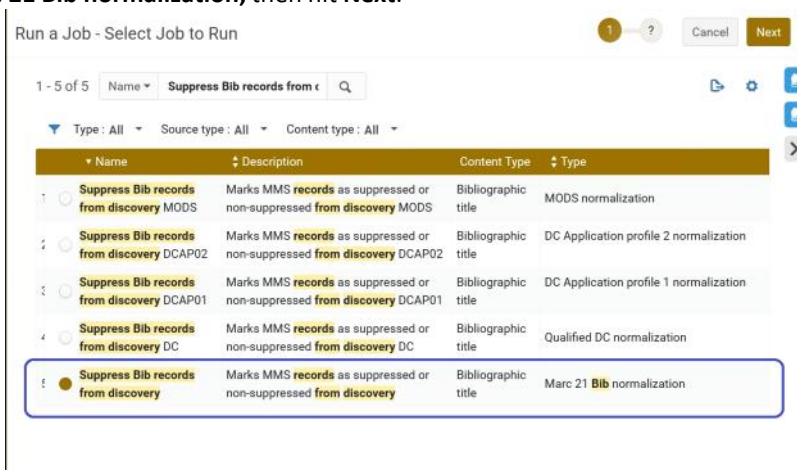
Availability	Identifier	Title	Coverage	Material Type
1		The Beaufort preservation manual / prepared for the City of Beaufort by John Milner Associates.	-	BOOK
2	92-64-80029-8	How Was Life? Volume II New Perspectives on Well-being and Global Inequality since 1820.	-	BOOK
3		Nightmare in Narvarte / Sergio Loo ; translated by Will Stockton.	-	BOOK

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Batch Records

Using Jobs

1. Create a Title Set of the records you want to suppress.
2. In Alma, on the left side, go to **Admin**, and under **Manage Jobs and Sets**, click on **Run a Job**.
3. On the "Run a Job - Select Job to Run" page, search for the job "Suppress Bib records from discovery" and use the one with the **Type Marc 21 Bib normalization**, then hit **Next**.



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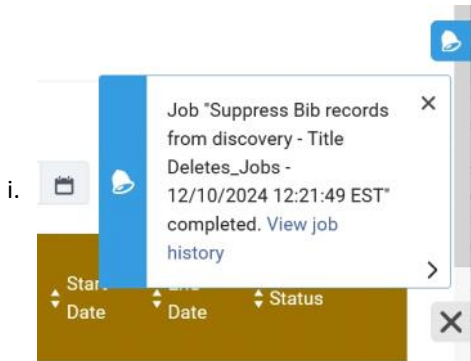
4. Click on the set you created for suppression and hit **Next**.
5. On the "Run a Job - Enter Task Parameters" page in the box "Task Parameters: MmsTagSuppressed" box. It asks, "Suppressed from Discovery?" here, you will click **True** and then **Next**.
6. On the "Run a Job - Review and Confirm" page, you can check and make sure everything is correct, and in the "Schedule" box, choose when you want the job to run and hit **Submit**.

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7. You will get a pop-up "Confirmation Message," and if you are sure about the job, you will hit **Confirm**.
8. When the Job has run check the report and do a spot check to make sure it suppressed.

a., Report Check

- 1) To bring up the report, either catch the pop-up message in Alma when it is done or go back to Admin > Manage Jobs and Sets > Monitor Jobs.



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- 2) Both options will bring you to the Monitor Jobs page, where you can find your report under the History Tab. There you can go to the ellipses and hit Report.

Name	Process ID	Records processed	Records with exceptions	Job Category	Operator	Submit Date	Start Date	End Date	Status
1 Upload Usage Data	8702...	-	-	Acqui...	test_c...	12/10/2024 12:25:55 EST	12/10/2024 12:25:55 EST	12/10/2024 12:25:56 EST	Failed
2 Suppress Bib records from discovery - Title Deletes_Jobs - 12/10/2024 12:21:49 EST	8702...	28	0	Repo...	test_c...	12/10/2024 12:25:46 EST	12/10/2024 12:25:46 EST	12/10/2024 12:26:28 EST	Completed
3 Upload Usage Data	8702...	-	-	Acqui...	test_c...	12/10/2024 12:25:14 EST	12/10/2024 12:25:14 EST	12/10/2024 12:25:15 EST	Events
4 Upload Usage Data	8702...	1182	-	Acqui...	test_c...	12/10/2024 12:16:44 EST	12/10/2024 12:16:44 EST	12/10/2024 12:16:48 EST	Completed Successfully

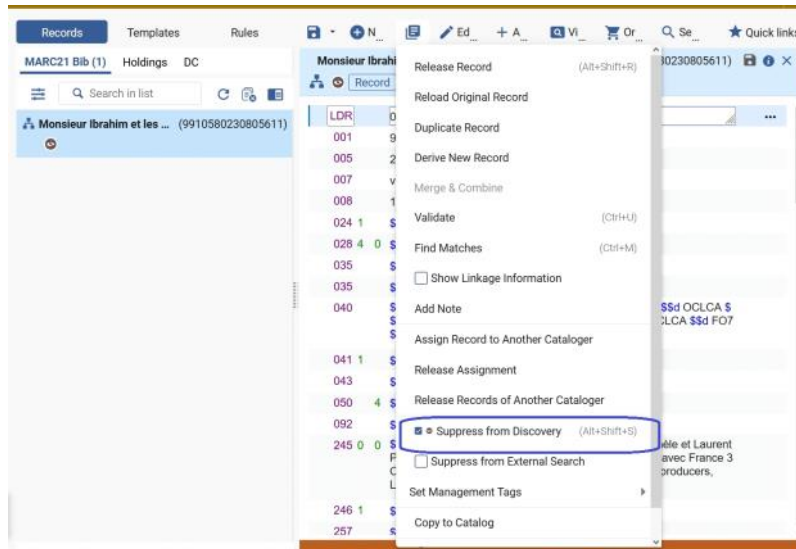
i.

b., Spot Check Record

- 1) Go back to the set you created, and by each title, you should see a crossed-out eye to the left.



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- 2) You can also open up a record in the **Metadata Editor** and click on **Record Actions** to see if **Suppress from Discovery** is checked.



Using Profiles

(From Ex Libris "[Batch Suppress Bib Records](#)")

In versions earlier than 9.0.0, Bulk Import can be used:

1. Use MarcExport to create the record file.
2. In System Administration > Cataloging > Bulk Import Rules, create a rule with "Batch Opac Suppress" checked in the Rules tab.
3. In the new Bulk Import Rule, specify a Bibliographic Duplicate Detection profile that matches on BIB_ID (BBID) and is set to Replace.
4. Run a Bulk Import with the new Bulk Import Rule to match & suppress the records in the file you created with MarcExport

Collections

(From Knowledge Assistant and Ex Libris's "[How to suppress electronic collection and all the contained portfolios from publishing?](#)")

To suppress an electronic collection of Ex Libris products, follow these steps:

1. Go to advanced search and search for electronic titles using "Electronic Collection PID" as the search parameter and use the Collection ID as the value.
2. Once you have the results list, save them as a set.
3. Run the "Suppress Bib records from discovery" job for this set.

Digital

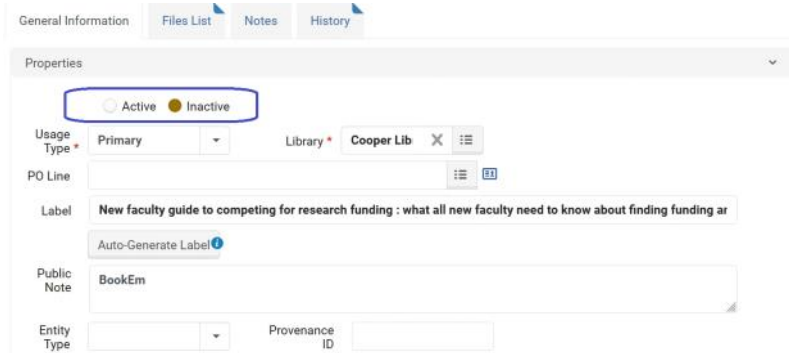
Digital Representation

1. Search for the Digital Representation you want to suppress using a **Digital file** search. Click on **Representation** at its top right.



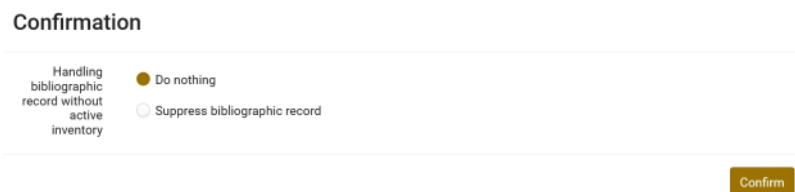
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2. Go to the General Information tab and scroll down to the box properties. At the top of this box click on Inactive then Save in the right hand corner.



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3. A Confirmation Screen will appear asking how to "Handling bibliographic record without active inventory". Choose the option you need an confirm.



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4. You will be taken back to the Representation where you will see a crossed out eye that shows it has been suppressed.



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Collection