How do I remove records from my Copyright when I loaded my Copyright submission form in ILLiad and see that I have items in the list that should not have copyright on them?

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Symptom

• When you load Copyright and you see items that have a Year that is beyond five years, but you have them showing copyright. How do you remove them?

Applies to

• ILLiad.

Resolution

From the copyright screen, you will do the following:

1. Open up the request by double-clicking on it
2. Go to the Copyright tab on the top by clicking on it.
3. Click on "Remove Payment."
4. Do this for each of the requests that you need to remove.

Once you have removed all the requests, you can now continue with your Copyright submission process.