Delete authority records from the export list

Discover how to delete one, multiple, or all authority records from an export list in WorldShare Record Manager.

Delete an individual authority record from the export list

1. Navigate to Export Lists and then select the Authority tab.
2. Click the name of an export list to view the records it contains.
3. Select the check box for the record you want to delete.
4. Select Delete from the Delete drop-down menu.

Delete multiple authority records from an export list

1. Navigate to Export Lists and then select the Authority tab.
2. Click the name of an export list to view the records it contains.
3. Select the check boxes for the records you want to delete.
4. Select **Delete** from the Delete drop-down menu.

**Delete all authority records from the export list**

1. Navigate to **Export Lists** and then select the **Authority** tab.
2. Click the **name** of an export list to view the records it contains.
3. Select **Delete All** from the Delete drop-down menu.

**Delete an authority export list**

1. Navigate to **Export Lists** and then select the **Authority** tab.
2. Select the **check box** for the export list you want to delete.
3. Click **Delete**.
4. From the Delete Bibliographic Record Export List(s) dialog, click **Delete**.
   Note: You must select at least one list to activate the Delete button.