Reject questions

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Reject assigned question

1. Go to the Full Question.
2. Click **Reject Assignment**. QuestionPoint displays the Update Question page.
3. **(Optional)** Type your **reason for rejecting the question** in the text box.
4. Click **Reject**.

QuestionPoint:

- Redisplays the Full Question page
- Records your rejection of the question in the Question History
- Shows the question as unassigned
- Removes the question from your question lists
- Adds the question to your library’s lists of unassigned questions
- Does not send a notification e-mail message to anyone

Reject group question

1. Go to the Full Question.
2. Click **Reject**. QuestionPoint displays the Update Question page.
3. **(Optional)** Type your **reason for rejecting the question** in the box provided.
4. Click **Reject to Institution**.

QuestionPoint:

- Removes the question from your library’s question lists
- Returns you to the last question list that you viewed
- Sends an e-mail notice to the other library

Reject Global Network question

1. Go to the Full Question.
2. Click **Reject**. QuestionPoint displays the Update Question page.
3. **(Optional)** Type your **reason for rejecting the question** in the box provided.
4. Click **Reject**.
QuestionPoint:

- Removes the question from your library's question lists.
- Returns you to the last question list that you viewed.
- Refers the question to another Global Network library or to the on-call librarian.