


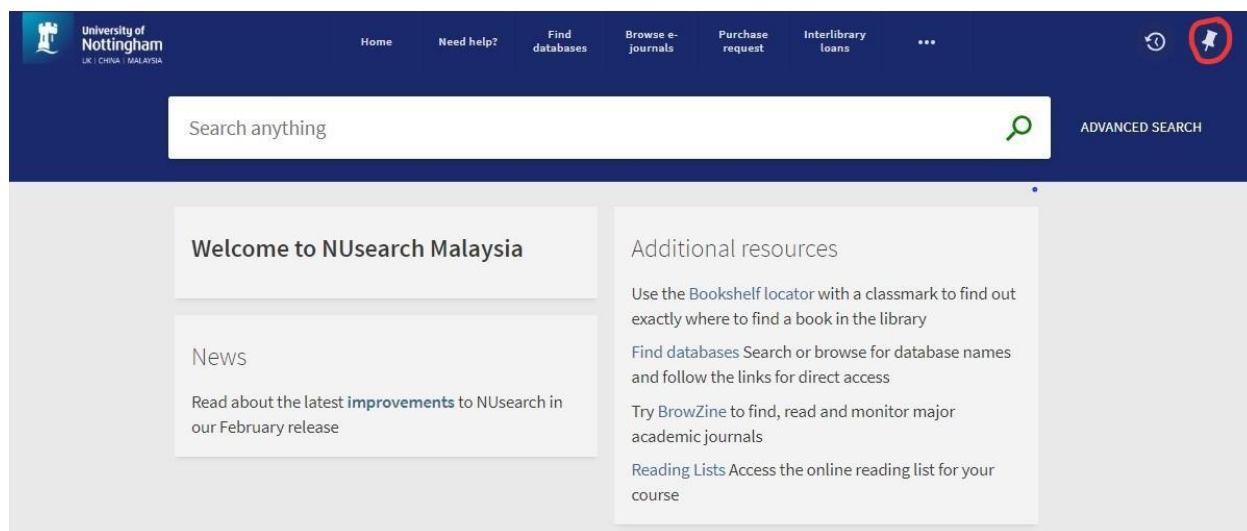


## How to: Export My Favourites Data from NUsearch ('saved records' and 'Saved searches')

In April 2019, we will be upgrading our library system. This is part of a big project to improve student experience in the library. The new system will be easier to use, quicker and more effective.

When we move to our new system, we will lose access to some personal data stored on the current version. This includes any information stored in the 'My Favourites' area of NUsearch. This 'How to' guide provides instructions for exporting this information, so that you do not lose any important information.

1. Log in to [NUsearch](#).
2. Click on the pin icon in the top right corner of the screen . This will take you to 'My Favourites'.





## Saved Records


- From 'My Favourites – Saved records', you can check a box to select all of the records you have in your list:

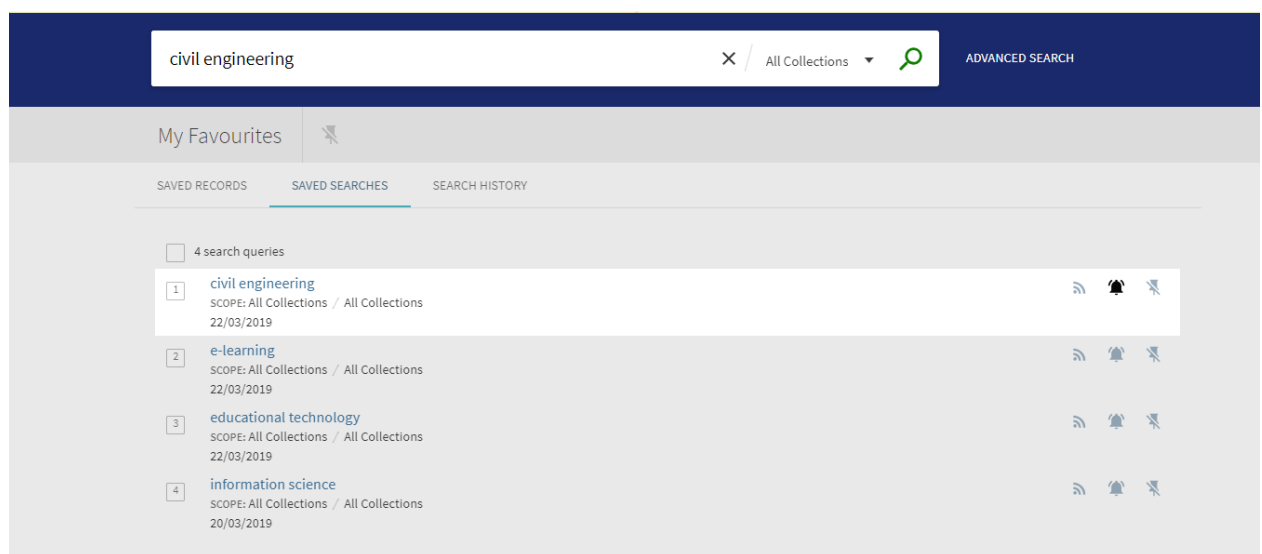
- Select the 3 dots and you will see your export options:

- There are no import options for NUsearch, so once you have exported your data you will need to keep it and reinstate it to your new My Favourites list once the major NUsearch upgrade has been completed.

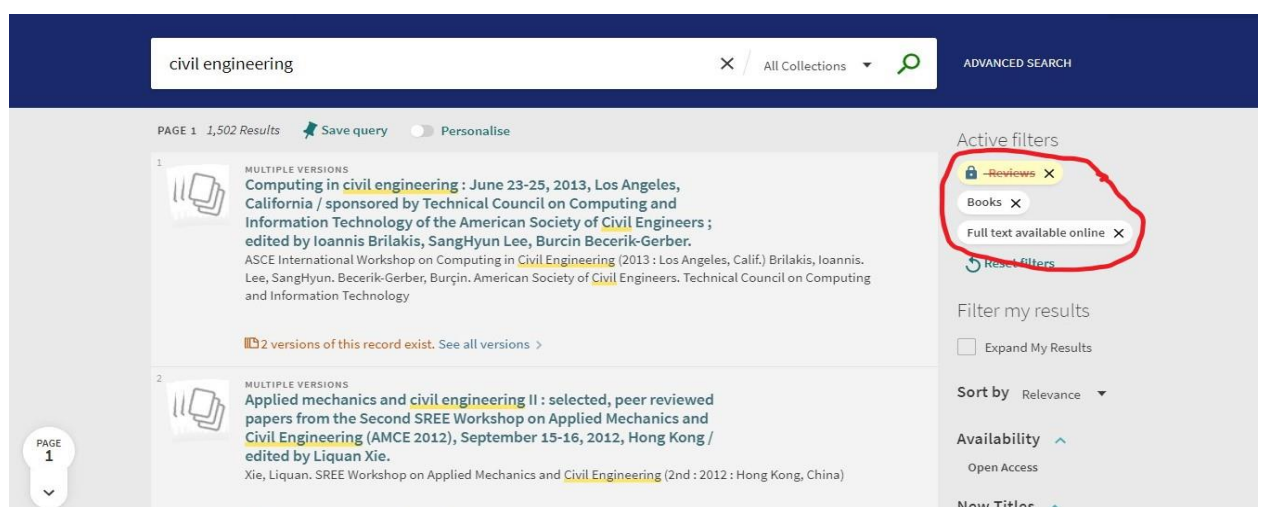


## Saved searches and search alerts

- From 'My Favourites – Saved searches', make a note or take a screenshot of the searches you have set up as details cannot be exported from NUsearch. Remember to check if the bell icon  is highlighted, as this means you will have a search alert set up, and you will need to turn this on again, if you recreate the search when we have started using our new system.



- If you click on any of the search query links, the search you have saved will be re-run in NUsearch so you could use this to check if you have applied any filters to your saved search that you want to recreate once the major upgrade has completed.



- The steps on how to export favourites data from Nusearch ended here.