The Knowledge Network: Library Search: Save and export my search results

# Presented by NES Knowledge Services team

# The Knowledge Network: Library Search: Save and export my search results

Welcome to The Knowledge Network Library Search.

Your library account offers useful features that can help you manage the information you find and to access resources easily and quickly.

To access these features, you need to sign into your account. When signed in your name appears at the top right hand corner of the screen. If you click on your name you this will open a menu with some options. These allow you to:

* Access your account details
* See the loan details and return dates for any physical items you have borrowed from a local NHS Scotland library service
* See the status of any requests you have made
* Access any items you have saved
* Access any searches you have saved

Under the main My Account section you will see:

* Your account details
* The loan details and return dates for any physical items you have borrowed from a local NHS Scotland library service
* The status of any requests you have made
* Any fines and messages the library has sent you

(Image transcript: Title card: Save a search)

When you are signed in and have run a search you can save the search query by clicking on the ‘save query’ link above the search results.

When saving a search query a pop up appears to let you know it has been saved into your favourites. It will also ask you if you want to get a notification when any new items related to that search come into the library collection.

If you choose this then you will be emailed when new items are added which meet the search criteria.

To find the saved search go to ‘My Favourites’ either by clicking on your name in the top right hand of the screen and choosing ‘Saved items’ or by clicking on the pin icon.

Your saved items and searches will be there under separate tabs.

You can re-run the search by clicking on the title. Use the icons to the right to set up alerts or delete the search. We will cover this again later.

(Image transcript: Title card: Save an item)

When you run a search and are signed in you can save items of interest to you.

Once saved you can create small personal collections by adding tags. The Library Search calls these ‘labels’. This may be useful when undertaking some study or research.

You can choose to save individual items, multiple items or a whole list of results.

To choose individual items click on the pin icon to the right of the item title in the results list. This will add the item to your favourites.

You can also do this in the full item record, which you get to by clicking on the item title. Again, choose the pin icon at the top right of the full record to add it to your favourites.

To choose multiple items or a set of records you need to be in the search results list.

To choose multiple items which are scattered throughout your results list use the check box to the left of the item. Once you have made your choices use the pin icon at the top of the results list to add them all to your favourites.

You will also be given the option to save the top 50 results.

When you choose to save multiple items you will be asked if you want to add labels. From the pop up which appears, you can choose to add to favourites without labels, add a label that you have created already, or create a new label.

To save a whole list of results, use the check box above the first record. It will save the number of records you have displayed on the page and again ask if you would like to save the top 50 results.

To increase the number of records displayed go to the foot of the page and choose either 10, 25 or 50.

When saving the list, you will see the same pop up with options to add to favourites without labels, add a label that you have already created, or make a new one.

(Image transcript: Title card: My Favourites)

You can find any items or searches you have saved either by clicking on the pin icon or clicking on your name at the top right-hand side of the screen and choosing ‘saved items’ from the options in the menu.

You need to be signed in to see this part of your account.

From ‘My Favourites’ you can:

* Add labels to items or remove them from your favourites from the Saved Records tab
* Re-run, delete or set alerts for any saved searches from the Saved Searches tab
* See your search history and add to saved searches from the Search History tab

Re-run a search by going into the saved searches tab and clicking on the search title.

Choose from the icons to the right of the item title to either:

* set an RSS feed for the search
* set up an email alert
* or remove it from your saved searches

To see or edit individual items go to the Saved Records tab.

To add labels to individual items choose the ‘add label’ button at the bottom of the item record. You will be prompted to either choose a label you have already made or to create a new one. It will then appear in your list of labels to the right-hand side of the screen. Items with no labels can be searched by selecting ‘Unlabelled items’ at the top of your list of labels.

To add labels to multiple records use the check box next to the items you want to create as a collection and then choose the ‘add labels’ tool at the top of the list.

To remove a label from an item, select the pen icon to the right of existing labels. In the pop-up list which appears, select the ‘x’ symbol the right of the label you wish to remove. Note if you remove a label from all the items it was on it will no longer appear in your list of existing labels and you will need to create it again as a new label.

To remove items from your favourites use the crossed out pin icon on the item record and confirm you wish to remove the item. To remove multiple items, use the check boxes to the left of the item title and use the crossed-out pin icon at the top of the list. In both cases a pop up will appear asking you to confirm you wish to remove the items from your favourites.

See your search history on the Search History tab.

To re-run a search, click on the title.

To save the search use the pin icon to the right of the search title. Note if you have already saved the search you will not see a pin icon here.

You can also delete individual searches using the bin icon to the right of the title.

To delete multiple searches use the tick boxes to the left of the search titles and choose the bin icon at the top of the list.

The search history will store your last 100 searches.

You can return to your search results any time by clicking the search icon at the top right next to the My Account menu.

(Image transcript: Title card: Export results)

You can export items from the library search either for individual records or multiple items.

You can export these to reference management software or email them to yourself or someone else.

When you have searched the library and found something that is of interest you can choose to export that item in two ways:

The First way is from search results list. Use the three dots to the right above the item title. This opens a pop up and options to export.

Choose the one that suits you and the system will open the relevant software or form to allow you to export the result.

You will find the same options if you click on the item title to open the full record.

You can export results from My Favourites either individual items one at a time or multiple items all at once.

For individual items the process is the same as we have just done - either by clicking on the three dots or going into the full item record.

To export multiple items choose the items you want to export using the tick boxes to the left of the records. If it is a whole list you can use the tick box above the list and it will highlight all those on the page.

Click on the three dots above the list and the options will appear.

Choose the one that suits you and the system will open the relevant software or form to allow you to export the result.

We hope this overview of the personalisation features of The Knowledge Network Library Search has been helpful. See our Help and training pages for more videos and step by step guides.

(Image transcript: Title card: See our Help and Training pages for more help)

For a transcript of this resource please contact us on 0131 656 3200 or email [altformats@nes.scot.nhs.uk](mailto:altformats@nes.scot.nhs.uk).

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# Links mentioned (Further information)

[The Knowledge Network](https://www.knowledge.scot.nhs.uk/)

[Library Search](https://www.knowledge.scot.nhs.uk/library-search/)

[Help and training](https://www.knowledge.scot.nhs.uk/help-and-training/)

[Knowledge Nuggets mailing list](https://mailchi.mp/nes/nuggets)

[Contact us](https://www.knowledge.scot.nhs.uk/about/contact-us/)

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