

Emailing Requests from Search Screen

Once a list of titles appears, you can click on the title to see more information regarding that item. When opening the details screen you will see some options at the top. One of these is the 'Export' option:



If you wish to select titles from the list, without going into each record you can use the Save Record Tick Boxes next to each item and then 'Save Marked Records'.

Once all titles have been selected, you will see on the top of the screen the 'Export Saved List':



This will bring up the list of titles you selected, the top of the screen there are options,

- Select **Brief Display**.
- In **Mail To** enter katlib@katel.net.au
- In **Subject** enter Card Number (on back of Library Card under barcode) and Your Full Name
- The top of the request screen should look like this:

Format Of List	Send List To
<input checked="" type="checkbox"/> Full Display	<input checked="" type="checkbox"/> E-Mail
<input checked="" type="checkbox"/> Brief Display	Mail To: <input type="text" value="katlib@katel.net.au"/>
<input checked="" type="checkbox"/> Pro-Cite	Subject: <input type="text" value="John Smith CL308K00003824D"/>
<input checked="" type="checkbox"/> End-Note	<input checked="" type="checkbox"/> Screen
<input checked="" type="checkbox"/> MARC	<input checked="" type="checkbox"/> Local Disk

Then hit **SUBMIT**