Create a LHR record work list

Discover how to create an LHR record work list from your search results or the Record Work Lists screen in WorldShare Record Manager.

You can create up to ten record work lists from your search results or the LHR - Record Work Lists screen. Each record work list must have a unique name that is three characters or more in length.

Create a LHR record work list from your search results

1. In the left navigation, select Local Holdings Records from the Data Type drop-down list.
2. Select an index from the Index drop-down list.
3. Enter your search terms in the Term(s) text field. The text field will expand to fit your search terms, if needed.
4. Click Search.
5. Select the LHR(s) you want to add to your work list.
   - Select the check box at the top of the results table to select all records on the current page.
   - Use the navigation buttons to select records across pages.
6. Select Selected Records from the Send to Record Work List drop-down menu. The Send to Record Work List dialog window opens.
7. From the Send to Record Work List dialog window, click New Record Work List.
8. Enter a name for the new list in the Record Work List Name form field.
9. (Optional) Select the Make Default checkbox to make this list your default record work list.
10. Click Create and Send to List. You will receive a confirmation message once the record(s) has been added.

Create a LHR record work list from the Record Work Lists screen

1. Navigate to Record Work Lists > LHR to open the LHR - Record Work Lists screen.
2. Click New Record Work List.
3. Enter a name for the new list in the Record Work List Name form field.
4. (Optional) Enter a description for your record work list in the Description form field.
5. Click Save. A confirmation message appears stating that the record work list has been created.