The simplified cataloging role provides is a streamlined Record Manager interface focused on providing a straightforward approach to cataloging.

**Get started**

Find information about the simplified cataloging role in Record Manager. Discover basics of the simplified cataloging process, how to set user and export preferences, and a quick reference guide.

- About the simplified cataloging role
- Quick reference
- Set export preferences
- Set preferences for bibliographic records
- Set search preferences

**Search and catalog**

Learn how to perform basic and advanced searches as well as how to export records and print labels in the simplified cataloging role in Record Manager.

- Basic search
- Advanced search
- Search results
- Export records
- Add local data
- Label print lists