Record Manager setup worksheet for Connexion browser users

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Use this setup worksheet to record your settings in Connexion browser and transfer them to Record Manager.
Use this setup worksheet to record your settings in Connexion browser and transfer them to WorldShare Record Manager. Any settings that are not on this worksheet are not applicable or have only one option in Record Manager.

Exporting records

Connexion browser

1. Sign in to Connexion browser.
2. Click the General tab.
3. Click the Admin button.
4. Click Export options.

Record Manager

1. Sign in to WorldShare and open Record Manager.
2. In the left navigation, click Export Lists.
3. From the Export Lists screen, click the name of a list to open it.

Export destination

![Export Destination](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Reference/Record_Manager_setup_worksheet.png)
Export destination

Export format

Record Manager

1. Sign in to WorldShare and open Record Manager.
2. In the left navigation, click **User Preferences**.
3. From the Preferences screen, click **Exporting - Bibliographic Records** to set your export preferences.
### General Export Preferences

![Export preferences form](image)

**Format**
- MARC 21 with MARC-8
- MARC 21 with MARC-8

**Exclude Data**
- MARC 21 with UTF-8 Unicode
- MARCXML with UTF-8 Unicode
- MARC 21 with MARC-8 and LHR
- MARC 21 with UTF-8 Unicode and LHR
- MARCXML with UTF-8 Unicode and LHR
- Dublin Core Simple with UTF-8 Unicode
- Dublin Core Qualified with UTF-8 Unicode
- OCLC Dublin Core Simple with UTF-8 Unicode
- OCLC Dublin Core Qualified with UTF-8 Unicode
- MODS with UTF-8 Unicode

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**Export format**

**Fields to delete/exclude data**

![Fields to delete on export](image)

**Bibliographic Record:**

**Authority Record:**
TCP/IP connection options

**TCP/IP Connection Options**

- **Host Name:** Required
- **Port Number:** Required
TCP/IP Export Preferences

TCP/IP

Host Name

Port Number

Authentication: None

Host name ________________________________

Port number ________________________________

TCP/IP local system user information

Send Logon ID

Logon ID: ________________________________

Password: *************

Send User ID

User ID: ________________________________
Logon ID ___________________________________

User

ID ___________________________________

Password ________________________________