Use this setup worksheet to record your settings in Connexion browser and transfer them to WorldShare Record Manager.
Use this setup worksheet to record your settings in Connexion browser and transfer them to 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 and Label Print Lists**.
3. From the Export List tab on the Export and Label Print Lists screen, click the **name** of a list to open it.

**Export destination**

[Image of Export Destination with options: Export to a File, Export to a TCP/IP Connection]
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.
Export format ________________________________

Fields to delete/exclude data

Bibliographic Record: _______________________
Authority Record: ________________________
TCP/IP connection options

**TCP/IP Connection Options**

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

<table>
<thead>
<tr>
<th>General</th>
<th>International</th>
<th>TCP/IP</th>
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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**: ____________________________

https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Reference/Record_Manager_setup_works...
TCP/IP

Host Name

Port Number

Authentication

Login ID
None
Login ID
User ID

ID

Password

Mask Password

Logon ID ____________________________
User

ID ____________________________

Password ____________________________