
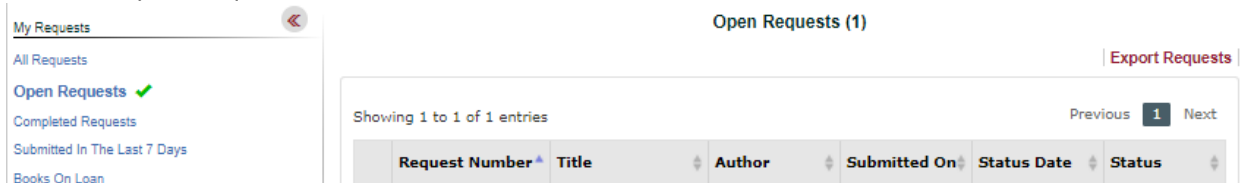


Directions on how to export current requests and request history

1. Log into [E-ZBorrow](#) with your NetID and password.

2. Click on  in the upper right-hand corner and select 'My Account'

3. Click on 'Open Requests' from the My Requests menu, then select 'Export Requests'



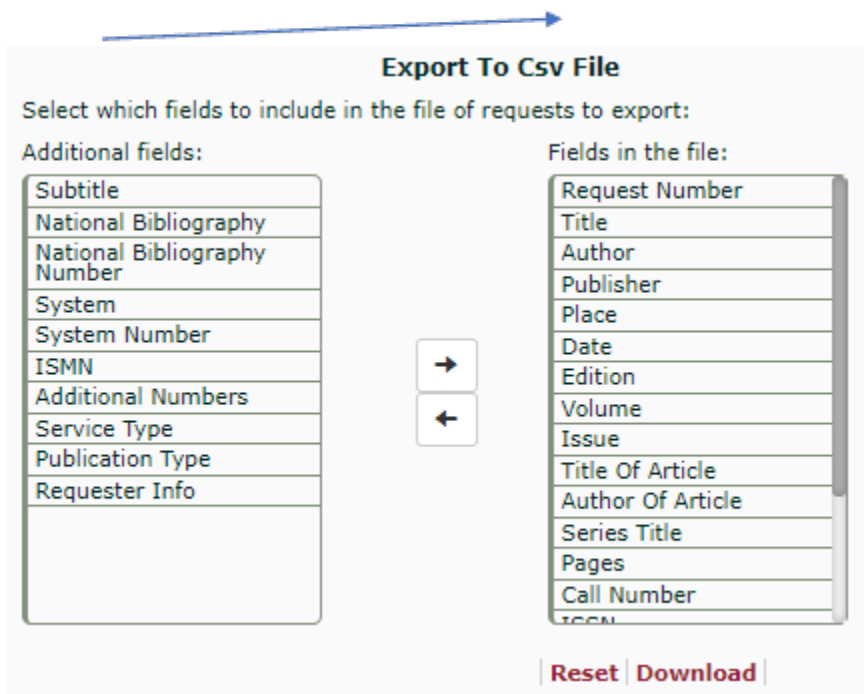
My Requests Open Requests (1) Export Requests

All Requests
Open Requests ✓
Completed Requests
Submitted In The Last 7 Days
Books On Loan

Showing 1 to 1 of 1 entries Previous 1 Next

Request Number	Title	Author	Submitted On	Status Date	Status

4. You will be given the opportunity to refine the results displayed in the downloaded file.



Export To Csv File

Select which fields to include in the file of requests to export:

Additional fields:

Subtitle
National Bibliography
National Bibliography Number
System
System Number
ISMN
Additional Numbers
Service Type
Publication Type
Requester Info

Fields in the file:

Request Number
Title
Author
Publisher
Place
Date
Edition
Volume
Issue
Title Of Article
Author Of Article
Series Title
Pages
Call Number
TCN

Reset Download

5. Click on 'Download' and save the file.
6. Select 'Completed Requests' from the My Requests menu and repeat steps 2-5 to save a list of all historical requests.