

## Saving your results in iDiscover

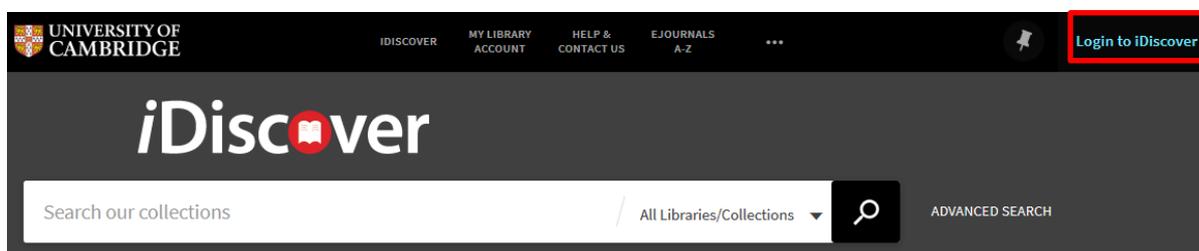
### 1. Saving your results

**Tip:** You can pin (save) favourites without logging in. However, these favourites will only save to a 'My Favourites' page for the duration of your browsing session.

To keep your favourites, remember to log in to iDiscover first.

To save searches (queries), you will also need to log in to iDiscover.

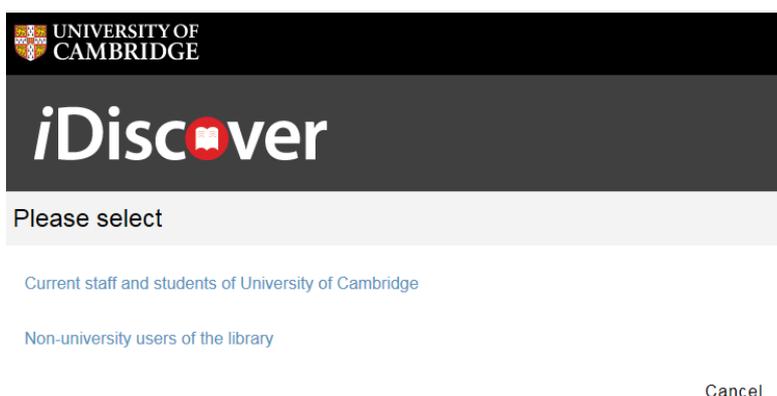
- Hover over the '**Login to iDiscover**' in the top right of the navigation bar:



- Then click on the LOGIN TO IDISCOVER button:



- A login screen will appear:



**Note:** There are two separate logging in options:

1. **Current members of the University.** Click on this option if you are a member of Cambridge University (with a Raven login). A Raven login screen will then appear for you to enter your Raven details.
2. **Non-University members/Other users of the library:** Click on this option if you are not a member of the University of Cambridge but you have a library account in one of the libraries in the University. A login screen will appear for you to enter the barcode on your card, along with your name.

(**Note:** For surnames with an apostrophe, please enter your surname without – e.g. O'Connor enter as oconnor)

This will work for all library accounts recognised by the University of Cambridge. For more information about accessing other libraries, go to the libraries directory:

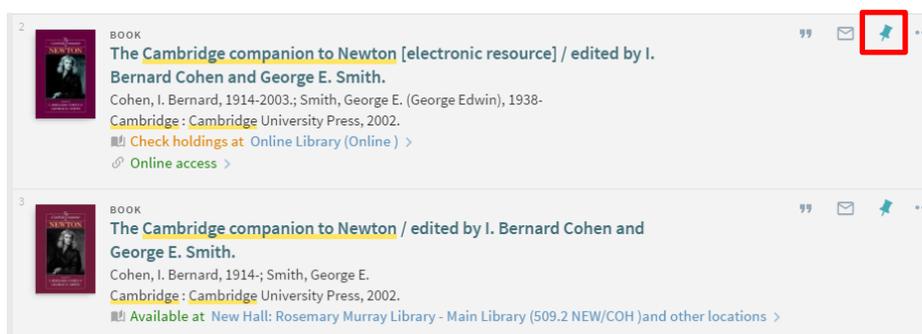
[http://www.lib.cam.ac.uk/libraries\\_directory/libraries\\_directory\\_n.cgi?search=Y](http://www.lib.cam.ac.uk/libraries_directory/libraries_directory_n.cgi?search=Y)

## 2. Saving from the results page

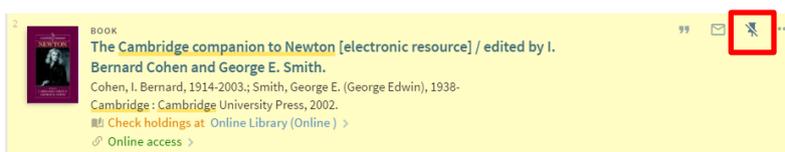
You can save individual records and searches (queries) from the results page.

### a) Saving records

- Perform a search.
- To save results as favourites, click on the pin icon to save an item to 'My Favourites':



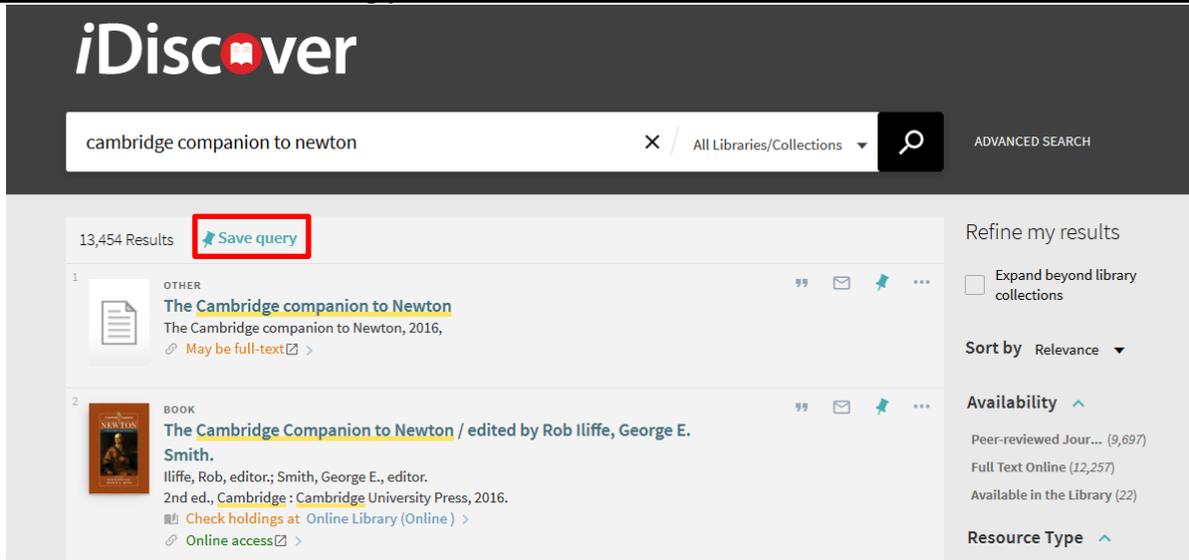
- The record you save will turn yellow and the pin icon will change to show that you have pinned (saved) this item:



- To unpin, click on the pin icon again. This will remove the record from your saved list.

### b) Saving searches (queries)

- Perform a search.
- To save queries, click 'save query' which appears above the search results:



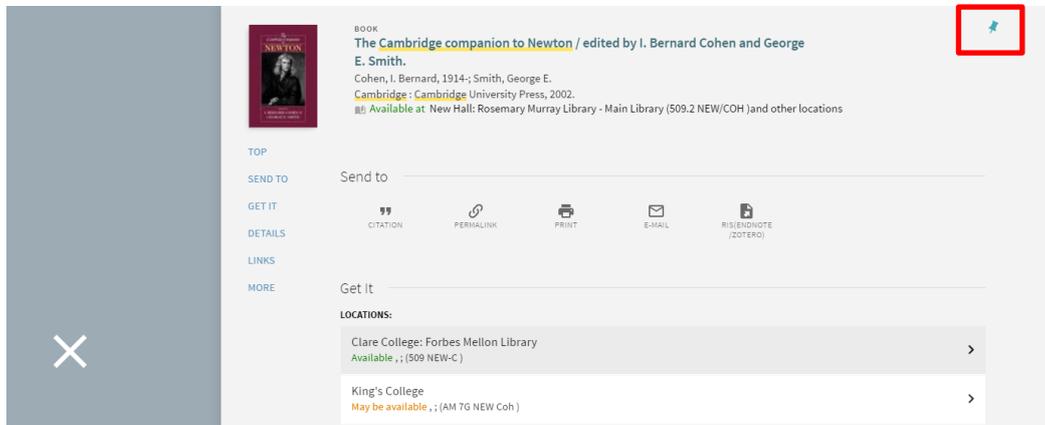
- To delete searches (queries), click the 'My favourites' button at the top right of the screen and select the 'saved searches' tab



- Click the unpin button next to the search (query) that you wish to remove.

### 3. Saving from the detailed record

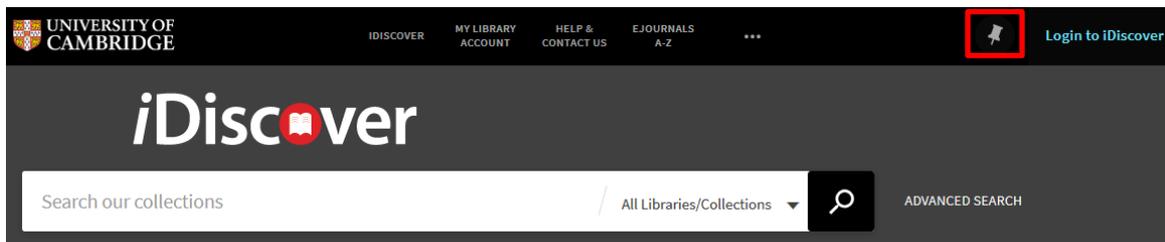
- Complete a search.
- Click on a record in the results page that you want to see details of.
- The pin icon appears on the top right of the detailed results page:



- Click on this pin to save the record.
- The pin icon will change and the saved record will display in yellow.
- To unpin, click on the pin icon again. This will remove the record from your saved list.

#### 4. Viewing your favourites (saved records and searches)

- To see all your favourites (saved records and saved searches), click on the pin icon in the top navigation bar:



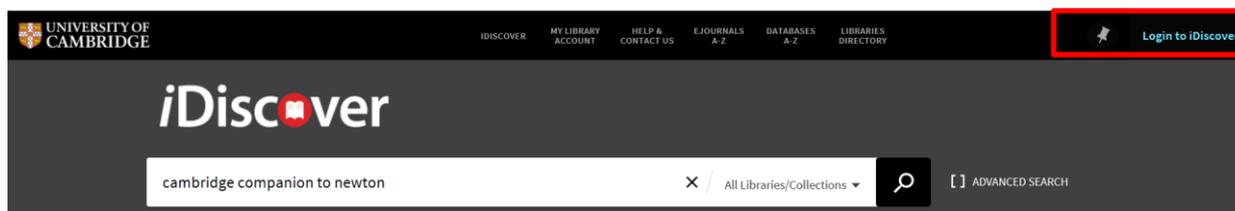
- There are two separate tabs to view your saved records and saved searches:



- You can delete individual records and queries, or groups of queries from this area.

#### 5. Adding labels to your favourites

- Log into iDiscover using the 'Login to iDiscover' link at the top right of the screen.
- Click on the pin icon in the top right corner of the screen to see all your saved records:



- You can add labels to your pinned (saved) records to group them together and make searching easier (See Quick Guide: My Library Account). Labels can help to identify categories within your searches or can serve as important notes to yourself:



- To add labels, click on ADD LABELS underneath your saved item.
- Enter your label name and then press the return key on your computer to save the label.

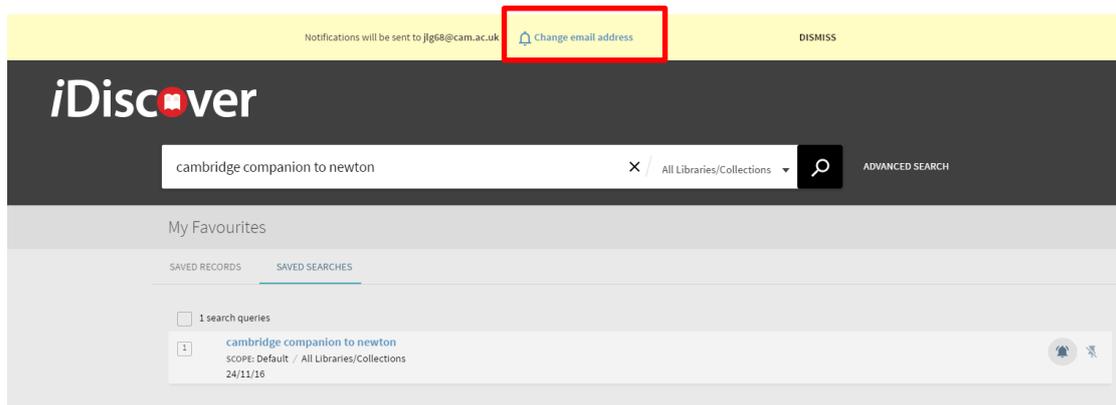
**Note:** It is possible to put more than one label on a saved item.

- The label will appear in the ‘Labels’ list to the right of the record.
- You can filter your list using the different labels.
- To remove a label, click the pen icon under the record and then click on the ‘X’ next to the label you wish to remove.



## 6. Setting alerts for your saved searches

- Click on the pin icon in the top right corner of the screen
- Click the saved searches tab to display all of your saved searches.
- Click the set alert button  that appears next to the query to set an alert. There is an option to change the email address that your alert is sent to (simply click the link, modify the email and then save):



**Note:** If an alert has not been previously set, the address defaults to the details held in your personal settings.

- To clear an alert, click the clear alert button  that appears next to the search (query).