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Export Item Information for Vendor Upload

If you need to send your item information to a vendor for cleanup or analysis, you can use Exports.

From Tools, open the Export module. Or at the end of your data station URL, type /export.

In the Items category, select Export Items, Title Based.

Unless you want to export your entire collection, you will want to make Selections for the Export.

Go to the Options tab.

Here you will choose how the export is sorted, and select the Format— generally *MARC* or *MicroLIF*, as specified by your vendor.

Run the Export. Press OK. Once your export is ready, you can download the file from Operation Management.