EXPORT RECORDS IN E GRANTHALAYA 4.0

by

SHIVA NAND MISHRA

LIBRARIAN

KENDRIYA VIDYALAYA IFFCO GANDHIDHAM



STEP 1. LOG IN YOUR E GRANTHALAYA 4.0 ACCOUNT



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STEP 3. HERE IN STEP SEARCH RECORDS YOU HAVE TO CHOOSE VARIOUS PARAMETERS ACCORDING TO YOUE NEED. SUCH AS BOOKS AND MONOGRAPHS OR SERIALS. YOU WANT TO CHOOSE ALL ACCESSION NUMBERS/RANDOM ACCESSION NUMBERS/SINGLE ACCESSION NUMBER /RANGE OF ACCESSION NUMBERS OR OTHER VARIOUS OPTIONS ARE AVAILABLE.

HERE I AM OPTING RANGE OF ACCESSION NUMBERS AND SHALL PUT DATA IN FROM AND IN TO.

AFTER PUTTING ACCESSION NUMBERS, CLICK ON SEARCH

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STEP 4. AFTER GETTING DATA IN GRID, WE HAVE TO SELECT FORMAT IN WHICH U WANT TO EXPORT YOUR DATA . HERE SIX OPTIONS ARE AVAILABLE – CSV, MARC 21 DISPLAY FORMAT, MARC 21 COMMUNICATION FORMAT, MARCXML, ISO: 2709 AND EXCEL.I AM GOING TO SHOW YOU IN THREE FORMATS ONE BY ONE.

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STEP 5. REPORTS IN VARIOUS FORMATS

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I HAVE OPENED REPORT IN NOTEPAD.

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B. I HAVE SELECTED FORMAT TO EXPORT EXCEL AND CLICKED ON EXPORT SELECTED RECORDS



C. I HAVE SELECTED FORMAT TO EXPORT MARCXML AND CLICKED ON EXPORT SELECTED RECORDS.

