

## What is My SUNCAT?

My SUNCAT offers additional features:

- Saving your favourite searches
- Building and saving your own list of records
- Creating custom groups of libraries and locations to use in your searches
- Access to the Serials Holdings Comparison service.

## Getting started

My SUNCAT is free, but you need to sign in to use it:

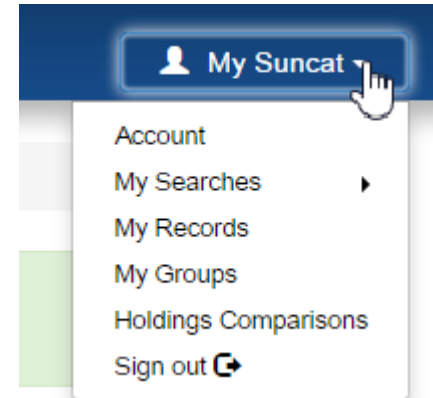
- Click the “Sign in” button in the top right hand area of SUNCAT.  
Staff and students from UK universities and colleges should select the first option to login using their usual institution login and password. Other users should choose the second option to register for a free account.
- The first time that you sign in, you might want to add your details to your user account:
  - From the drop down menu under the “Sign in” button choose “Account”
  - Choose a display name, enter your email address and then click on the blue “Save” button below.

Your saved searches, record lists, groups and Holdings Comparison jobs can all be accessed through the My SUNCAT menu.

## My Searches

You can save your favourite searches to My SUNCAT:

- Login to My SUNCAT and search SUNCAT as usual, then click “Save Search”
- Your search will be saved in “My Searches”, which you can access from the My SUNCAT drop down menu on the top right hand side of the screen
- You can run a saved search by selecting “My Searches” from the My SUNCAT menu and clicking on the search you would like to run
- To relabel or delete a saved search, select “My Searches” from the My SUNCAT menu and select “Manage Searches”.



Viewing: 1 to 10 of 3,958 items  
Searched: Title keywords (all of these) = **archaeology**

Results per page: 10

Records:  Select All  Deselect All

Run your search and then click “Save Search” to save it

## My Records

You can save records by selecting records from a list of marked records or from the full view of an individual record:

- To mark and save records, in your search results, click on the tick box to the left of the record OR go into the record details and click the “mark” icon (top left). To see your temporary shortlist, go to “Marked Records” (left-hand column). Select the records you wish to save and click “Save”.
- To save a record without marking it click the “Save” icon within the record details.
- To add a record to an existing list, select the list and click “Save Record”. To add the record to a new list, enter the name of the list and click “Create new list”.
- To make changes to your lists, select “My Records” from the My SUNCAT menu, and click on the name of the list you want to change. You can remove records, edit the list label or description and delete the entire list.

## My Groups

My Groups allows you to customise your searches for specific libraries and/or geographic regions and store these for future use. The groups you create appear as a drop down option on the Basic and Advanced search forms. To create a group:

- Go to the My SUNCAT drop down menu and select “My Groups”
- Click on the “+Add New Group” button
- Select the libraries and locations to add to your group
- Give your new group a label which will be meaningful to you. You can also add a more detailed description of the libraries/locations selected.
- Click on the “Create” button at the bottom of the page
- To search using a saved group, enter your search term, then select your group from the “Group” drop down menu below the search box and click “Search”
- To view and manage your groups, select “My Groups” from the My SUNCAT menu, and click on the group you want to change. You can change the libraries and locations, and edit the group label or description.

Click “Edit” to relabel your list or change the description.

Home / Account / My Records / My List

**Saturday**

Created on: Sat 28 May 2016 (13:54)  
Last updated: Sat 28 May 2016 (13:59)

**Description:**  
No description. Press the Edit button on top right to add one.

**Records:**

Title	First Published	Holdings
<input checked="" type="checkbox"/> The <b>Saturday</b> evening post.	1839	38 libraries

Click “Delete” to delete the whole list.

Click the cross next to a record to remove the record from the list.

**Group:**

Select Group(s) ▾

Edinburgh Universities ▲