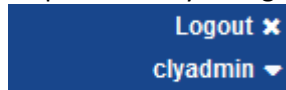


ShareIt Search Setup

To permanently change the search to search all the libraries in the database, click on your username in the upper right corner.



On the right, click Your Preferences

The screenshot shows the 'Your Preferences' page. At the top, there's a search bar with 'earch for : All Headings' and a search icon. To the right of the search bar are links for 'Other Searches', 'Quick Menu', and 'Your List'. Further right is a 'Logout' link and the username 'clyadmin'. The main content area is titled 'Your Preferences' and contains several settings: 'Default Result Sort' (Relevance), 'Number of searches to save in History' (20), 'Default Opening Page' (Home), 'Default Full Record Tab' (Use Library Default), 'Default Advanced Search First Index' (Use Library Default), 'Default Advanced Search Second Index' (Use Library Default), 'Default Advanced Search Third Index' (Use Library Default), 'Default Scoping Level' (All Libraries), 'Apply Scoping to All Searches' (No), and 'Download Cart Type' (My Cart). There are 'Save' buttons at the top right and bottom right of the settings area. On the right side of the page, there's a sidebar with links: 'Home', 'Close My Account', 'Your Settings', 'Your Profile', 'Your Preferences' (highlighted with a red arrow), 'Your Quick Menu', 'Your Favorite Resources', 'Your Favorite Web Links', 'Search History', 'Your List', and 'Log Out'. Another red arrow points to the dropdown arrow of the 'Default Scoping Level' setting.

If you click on the arrow to activate the drop down box for Default Scoping Level, you have the option to change it from your library to All Libraries. Once chosen, click Save. This will change the default to All Libraries for the login that you are using.

Note: you may have to log out and log back in for the change to take effect.

Additional information #2:

If you want to search the Virtual Libraries as well (TSLA, UTK, others will be added!), on this same Your Account Screen, you see on the right Your Favorite Resources.

Your Favorite Resources

1. Select your favorite resources from the list of all resources available through your library.
2. Resources that have a check mark will be defaulted to search automatically.
3. Resources that are “hidden” will not display at all on the Select Resources screen.
4. Save your selections

Each time you log in, your favorite resources will automatically be selected and displayed as you choose them here.

Choose Resources

☐ Clear All ☒ Check All Reset Collapse All Folder

☒ **Library Consortia**

☒ Tennessee Database

☐ **Virtual Libraries**

☐ East Tennessee State University

☐ Tennessee State Library and Archives

☐ University of Tennessee Knoxville

Save

Save

[Home](#)

[Your Settings](#)

[Your Profile](#)

[Your Preferences](#)

[Your Quick Menu](#)

[Your Favorite Resources](#)

[Your Favorite Web Links](#)

[Search History](#)

[Your List](#)

[Log Out](#)

If you click on the box next to Virtual Libraries, it will automatically check all the libraries available as a virtual library. Click the Save button to keep these settings. You can also choose single resources under Virtual Libraries if you prefer.