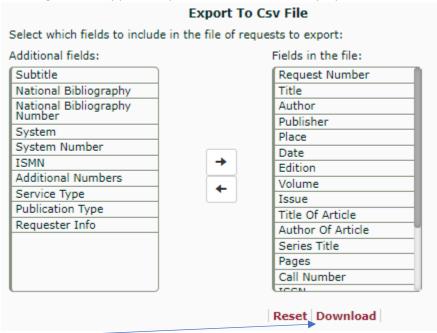
Exporting E-ZBorrow Request History

Directions on how to export current requests and request history

- 1. Log into E-ZBorrow
- 2. Click on in the upper right-hand corner and select 'My Account'
- 3. Click on 'Open Requests' from the My Requests menu, then select 'Export Requests'



4. You will be given the opportunity to refine the results displayed in the downloaded file.



- 5. Click on 'Download' and save the file.
- 6. Select 'Completed Requests' from the My Requests menu and repeat steps 2-5 to save a list of all historical requests.