


Portail bnu : The How-To Series

Episode 8: How do I build my own personalised list of databases, a QuickSet, for searching?

Continuing from the last episode where we learned how to search using QuickSets, this time we will learn how to create our own personalized QuickSets that we can use for searching.


First, connect to Consortium Luxembourg's electronic documentation portal at www.portail.bnu.lu. Since the databases that can be searched in this way are locked until login, it is best if we login right away by clicking on the padlock () in the top right-hand corner of the screen.

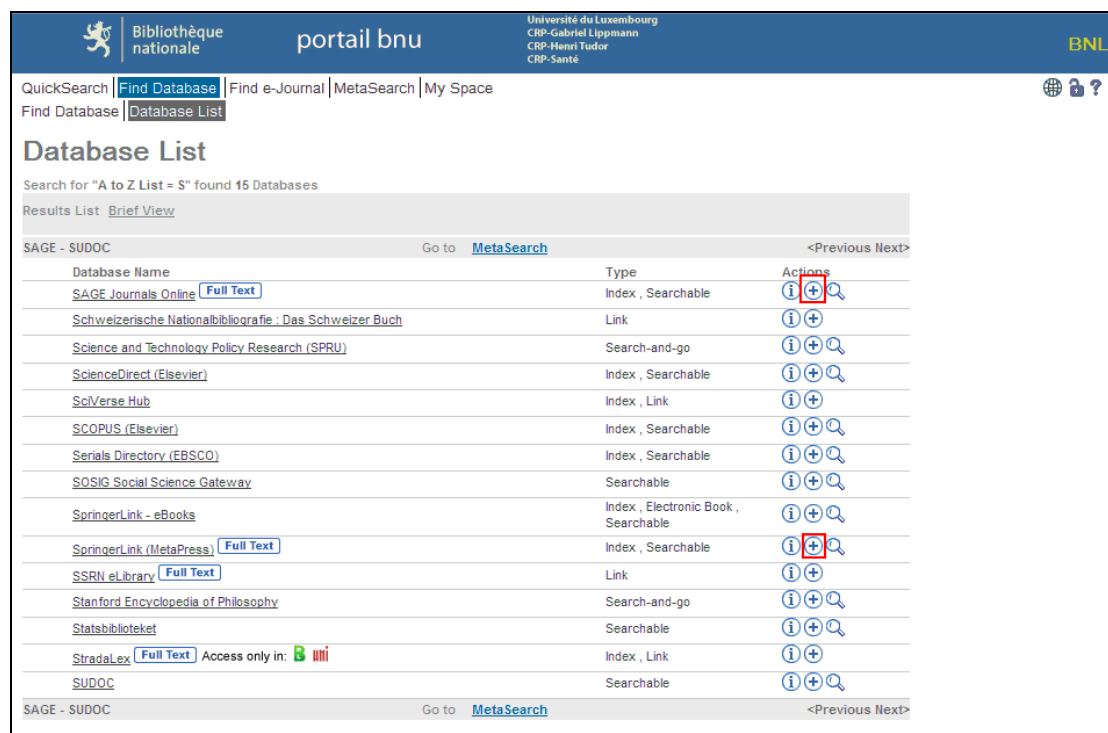
Creating and using your own QuickSet consists of three steps:

1. Locating the desired databases and adding them to MySpace, your personalized space within the portal.
2. Creating a new QuickSet.
3. Using your new QuickSet for searching.











































Starting at step 1, if you have been following our how-to series, locating your desired databases should be easy:


- Click on "Find Database";
- Find a database either by searching for it or by using the A-Z List.

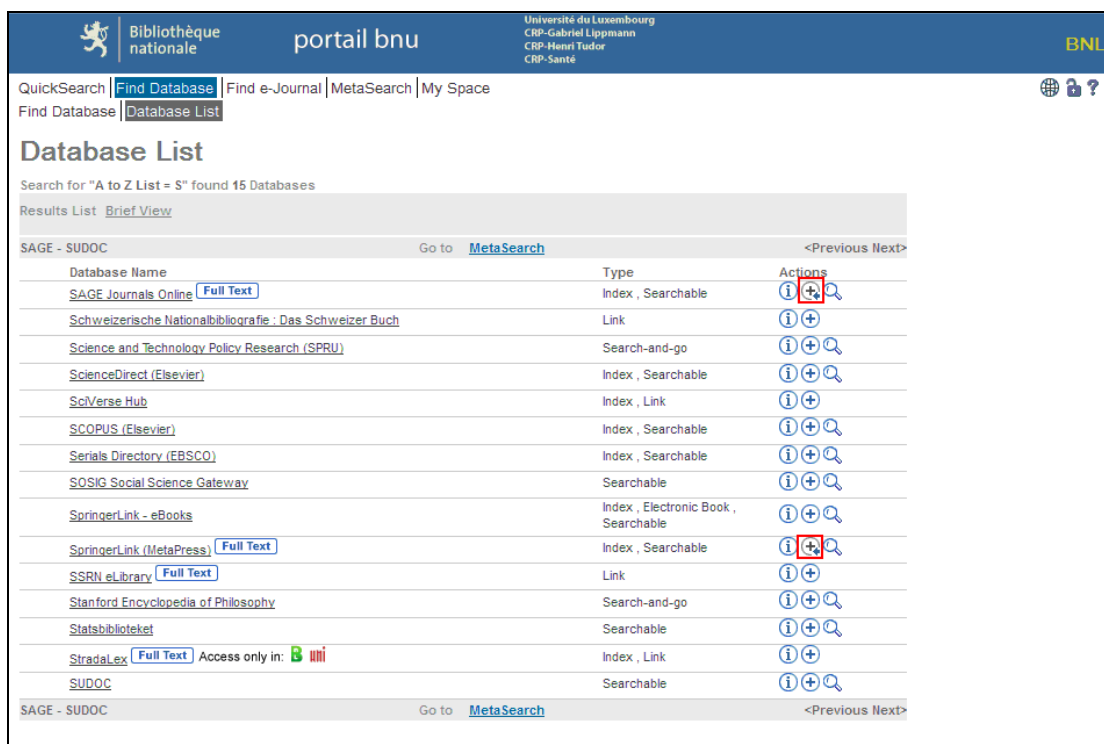
Now, to add the database to your "My Space" area, click on the plus sign () under the Actions column of the database. For example, I will add "SAGE Journals Online" and "SpringerLink (MetaPress)" to my list of databases.



The screenshot shows the 'Database List' page on the BNU portal. The page header includes the BNU logo and navigation links. The main content area displays a table of databases. The table has three columns: 'Database Name', 'Type', and 'Actions'. The 'Actions' column contains three icons: an information icon (i), a plus sign (+), and a search icon (magnifying glass). The plus sign icon is highlighted with a red box in two rows: 'SAGE Journals Online' and 'SpringerLink (MetaPress)'. The table also includes a search bar at the top and navigation links like '<Previous' and 'Next>'. The page footer shows the page number 'Page 1 of 4'.

Database Name	Type	Actions
SAGE Journals Online Full Text	Index , Searchable	  
Schweizerische Nationalbibliografie : Das Schweizer Buch	Link	 
Science and Technology Policy Research (SPRU)	Search-and-go	  
ScienceDirect (Elsevier)	Index , Searchable	  
SciVerse Hub	Index , Link	 
SCOPUS (Elsevier)	Index , Searchable	  
Serials Directory (EBSCO)	Index , Searchable	  
SOSIG Social Science Gateway	Searchable	  
SpringerLink - eBooks	Index , Electronic Book , Searchable	  
SpringerLink (MetaPress) Full Text	Index , Searchable	  
SSRN eLibrary Full Text	Link	 
Stanford Encyclopedia of Philosophy	Search-and-go	  
Statsbiblioteket	Searchable	  
StradaLex Full Text Access only in: 	Index , Link	 
SUDOC	Searchable	  

The plus signs will turn grey and they will have a small blue arrow on them ().

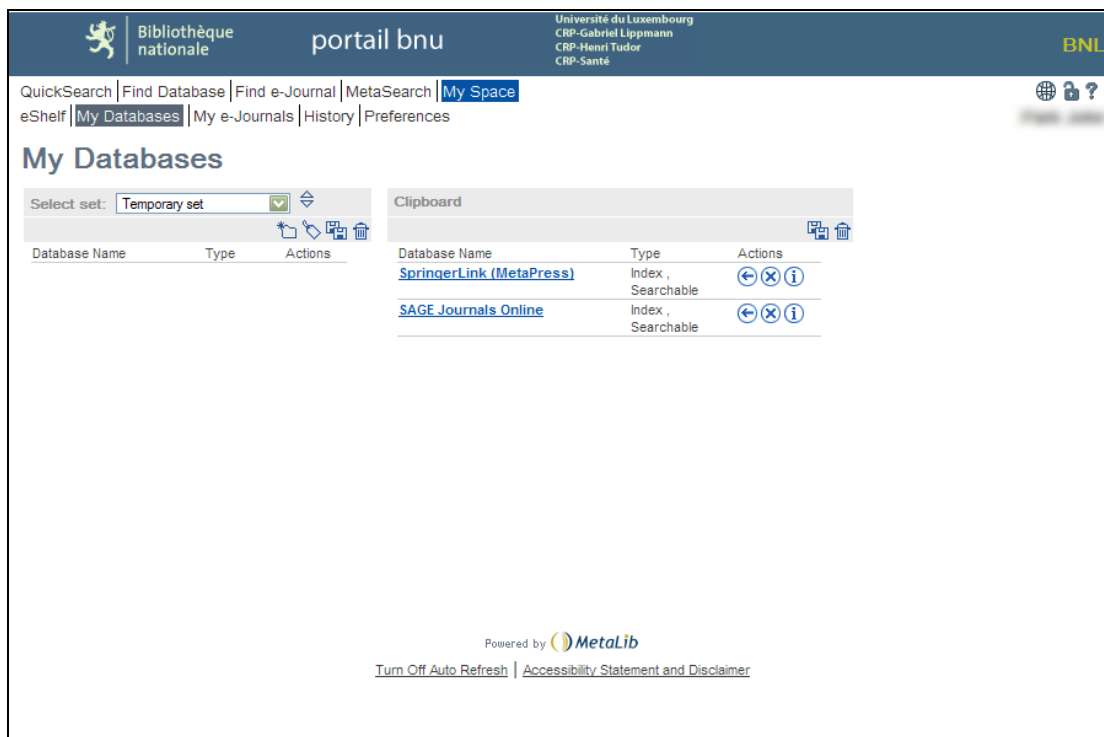


Search for "A to Z List = S" found 15 Databases

Results List [Brief View](#)

Database Name	Type	Actions
SAGE Journals Online Full Text	Index , Searchable	
Schweizerische Nationalbibliografie : Das Schweizer Buch	Link	
Science and Technology Policy Research (SPRU)	Search-and-go	
ScienceDirect (Elsevier)	Index , Searchable	
SciVerse Hub	Index , Link	
SCOPUS (Elsevier)	Index , Searchable	
Serials Directory (EBSCO)	Index , Searchable	
SOSIG Social Science Gateway	Searchable	
SpringerLink - eBooks	Index , Electronic Book , Searchable	
SpringerLink (MetaPress) Full Text	Index , Searchable	
SSRN eLibrary Full Text	Link	
Stanford Encyclopedia of Philosophy	Search-and-go	
Statsbiblioteket	Searchable	
StradaLex Full Text Access only in:	Index , Link	
SUDDOC	Searchable	

Now, click on "My Space" in the menu and then on "My Databases" in the sub-menu. You will see that you have your selected databases in the list entitled "Clipboard".



Select set: [Temporary set](#)

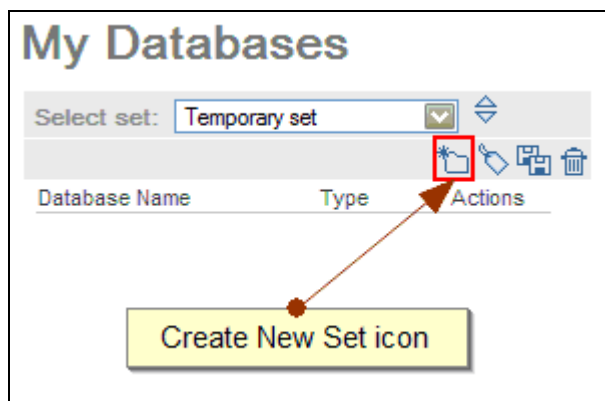
Clipboard

Database Name	Type	Actions
SpringerLink (MetaPress)	Index , Searchable	
SAGE Journals Online	Index , Searchable	

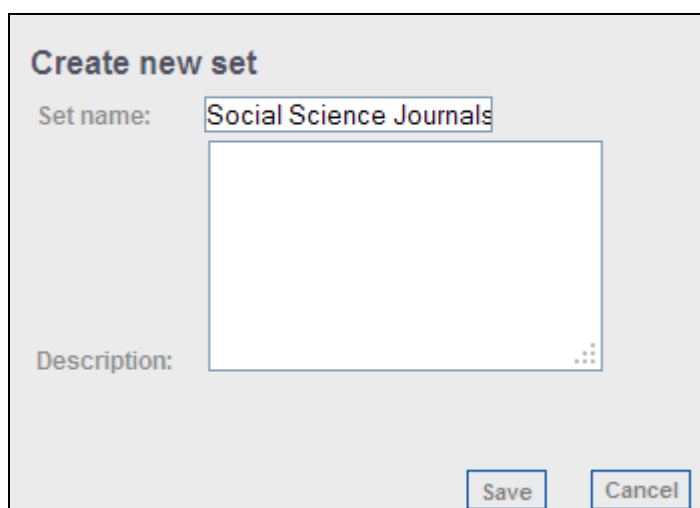
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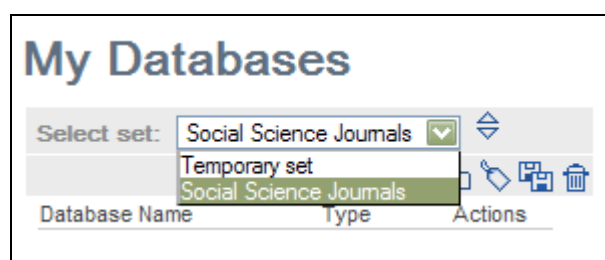
Step 2 involves creating a QuickSet. To do this, click on the "Create New Set" icon on the left-hand side of the screen.



A window will display where you can enter the name and description of your new QuickSet.



The set name is required so, enter at least a name and click on the "Save" button. Your new set will appear in the "Select set:" drop-down list.

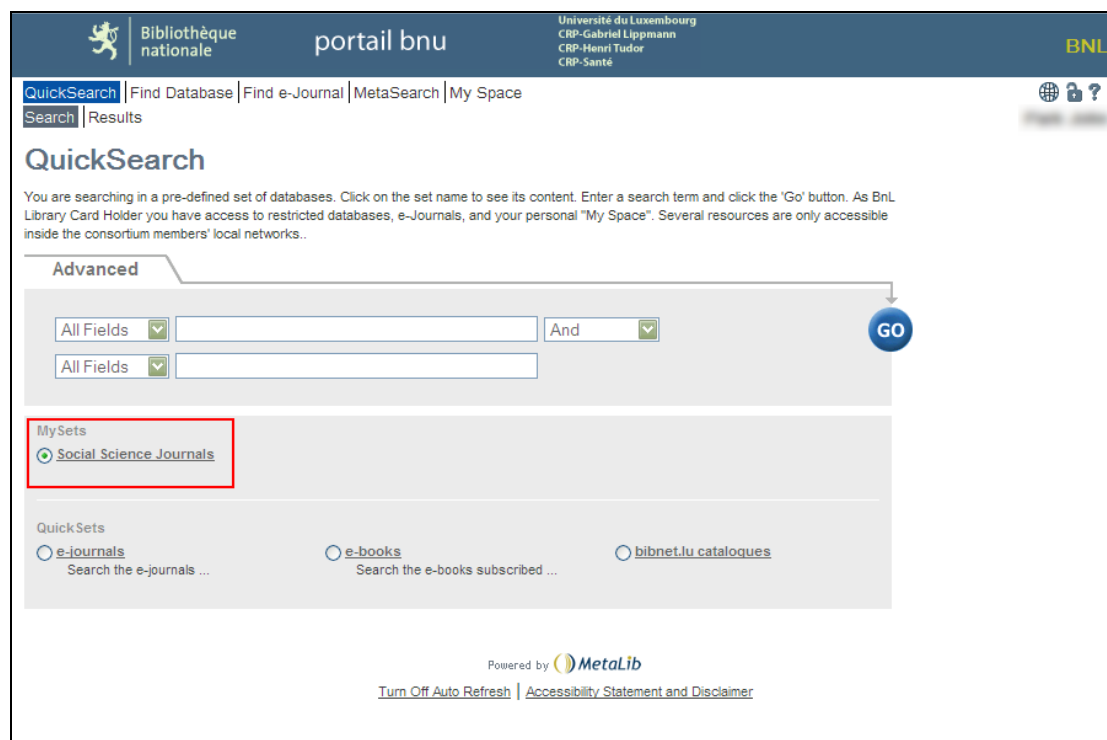


Now you are ready to add databases to your new set. In the "Clipboard" list, you will see, for each item, an icon with an arrow pointing to the left. Clicking on this arrow will copy the database from your Clipboard list to your QuickSet on the left-hand side of the screen.



If you want to add more databases which are not yet in your Clipboard, return to the "Find Database" screen and re-do the steps above. You can add as many databases as you would like.

Now that you have created the QuickSet, if you return back to the "QuickSearch" screen, you will see the set you have created and you can now use it for searching.



In our next instalment, we will learn how to save a search.