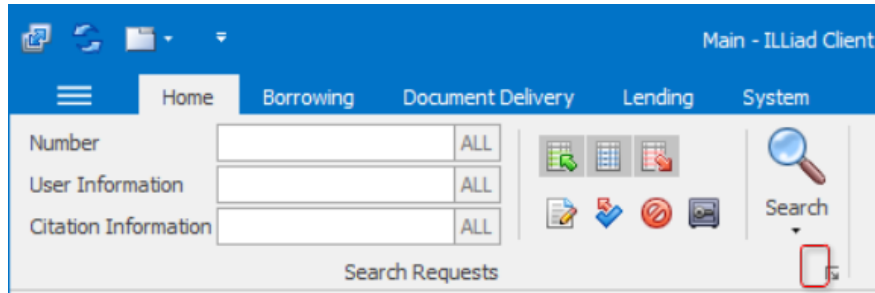# How to Save/Export Patron ILL Request History in ILLiad:

Under the Home tab and within the Search Requests pane, click on the small arrow at the bottom right corner of the Search symbol.

Choose the Request Search option, which will open the following window:

Under the User Information section of the window, type the patron's username (or their last or first names) and hit Enter or the Search symbol to display their request history, including Loan and Article requests. If need be, you can customize your search by checking any of the boxes under the Borrowing pane.

Once the request history is compiled, the Export symbol on the main tab will get activated. Click Export to choose the file format (e.g. Excel, PDF, HTML, Text) you want to save this list as.

Recommended workflow:

If the patron only needs the citation information of their request history as a PDF, export the history as an Excel Spreadsheet first. This way you can remove all the unwanted information beyond the citations, and sort items as Loans and Articles. Once you clean up the Excel Sheet by deleting the unwanted columns, you can save the document as a PDF.