

Find an Excel Spreadsheet to update Portfolios in a Collection

- **Article Type:** General
 - **Product:** Alma
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Desired Outcome Goal:

Find an Excel Spreadsheet to update Portfolios in a Collection

Procedure:

It is possible to receive a sample file that will show how to load/update portfolios. This is available from the Collections' Portfolio tab.

Here are the steps:

1. Search for any Collection
2. Select the Additional Information tab
3. Select Actions > Portfolio List (next to the Service, e.g. Full-Text)
4. Select the Portfolios tab
5. Select "Export Portfolios List"

Category: Inventory

Subject: IE/Holding/Item

- **Article last edited:** 10/8/2013