

# Getting Started with Omni 4: Saving Searches and Checking Account Status

## Introduction

This video will give you an overview on saving your search and checking your account status through Laurier Library's discovery system, Omni.

## Saving Searches and Individual Records

In Omni, once you have done a search and have signed into your library account via the **Sign In** button, you can save your search, including the applied filters, to your Favourites by clicking on **Save Query** at the top of the search results. You will then be able to rerun the same search later and save time.

For an overview on searching with Omni, you may watch the tutorial video Getting Started with Omni 1: Searching and Filtering found at [library.wlu.ca/help/tutorials](http://library.wlu.ca/help/tutorials).

Back to the result page. You can also add individual items from a search to your Favourites by clicking on the record's **Pin** icon. To see your saved searches or saved items, click on the Go-to-my-Favourites **Pin** icon at the top of the screen next to your name, given that you are signed in. You will then have access to your **Saved Records**, **Saved Searches** and **Search History** under My Favourites.

## Checking Account Status

By clicking on your name at the top right corner and then **My Loans**, you can check on your loans' due dates and renew the borrowed items. You can also check the status of your requests by clicking on the Requests tab.

## More Help and Questions

For a quick review on how to make requests in Omni, you may watch the tutorial video Getting Started with Omni 2: Accessing Library Materials found at [library.wlu.ca/help/tutorials](http://library.wlu.ca/help/tutorials).

If you have any questions, please ask us at [library.wlu.ca/help/askus](http://library.wlu.ca/help/askus).