

My Lists in Enterprise

“My Lists” can be used to create lists of items that you find on your results page that you want to keep and organize.

The list you create can be permanent (must be logged in) or temporary (will be deleted when you end your session).

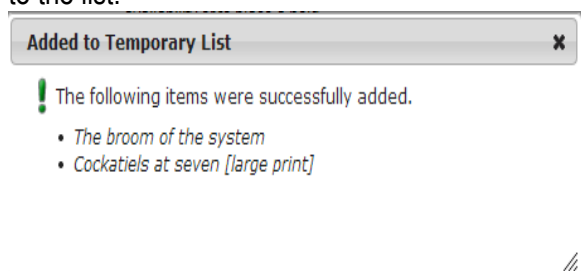
To create a list:

For items that you want to add to your list, check the box to the left of the title(s).

Then, click on the “Select an Action” drop down menu and select “Add to My Lists.”



A pop up screen will show that the items were added to the list.



The list will be named “Temporary List” by default. When viewing the list in “My Lists” choose “Save Temporary List” from the “Select an Action” drop down menu.


You will be prompted to name the saved list. Saved lists can be: customized, printed or emailed. Holds can be placed from “My Lists.”

Manage/Edit “My Lists”

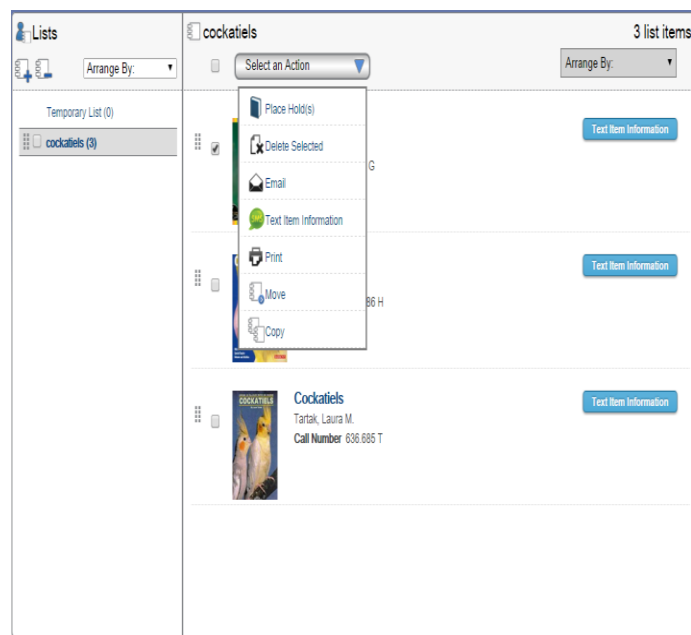
To manage “My Lists” you must be logged into Enterprise.

- Click “My Lists” at the top of the page

Functions available in “My Lists”

To add a list click on the “+” button 

To delete a list click on the “-” button 



When viewing a list, click on the “Select an Action” drop down menu and additional functionality for “My Lists” will be available. This functionality includes the ability to place a hold, delete selected, email, text item information, print, move and copy.