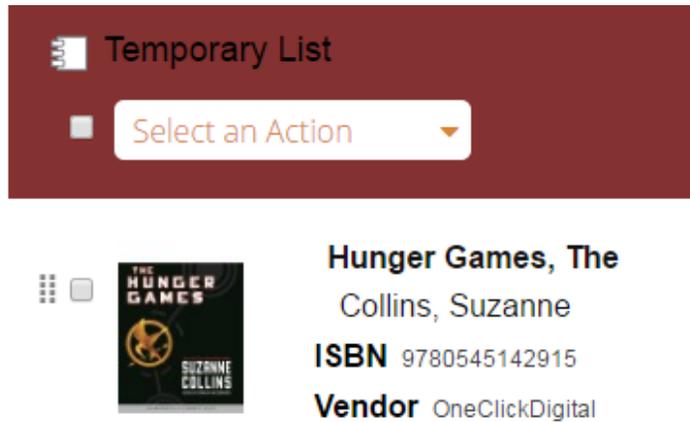


Creating and Managing “My Lists” in Enterprise

A user may add items from the search results list to a “Temporary List” during a session without logging in. However, a user must be logged in to his/her account in Enterprise in order to save and manage lists.

[Log in](#) to access your saved lists.

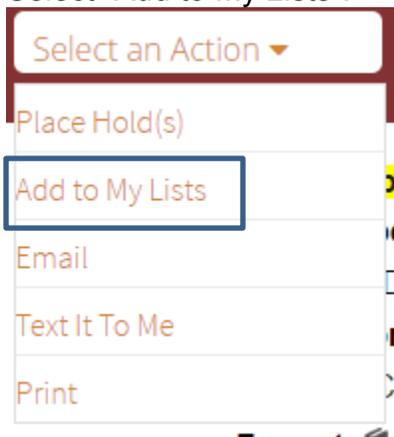


If a user has not added any additional lists in his/her Enterprise account, the only list available to the user is the “Temporary List”. Items in the “Temporary List” are only available for one session. After a user logs out of his/her account, the “Temporary List” is erased unless the user manually saves the “Temporary List”. Instructions to save the “Temporary List” are below.

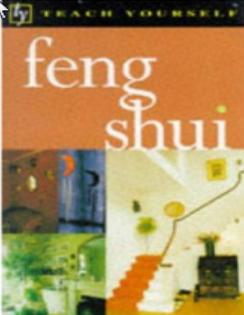
Adding items to “My Lists”:

To add items from the search results list to the “Temporary List” or a user-created list:

1. Check the box to the left of the item.
2. Click the “Select an Action” drop-down menu.
3. Select “Add to My Lists”.



After a user clicks on the title in the search results lists for more information, the user also has the option to add the title to a list.



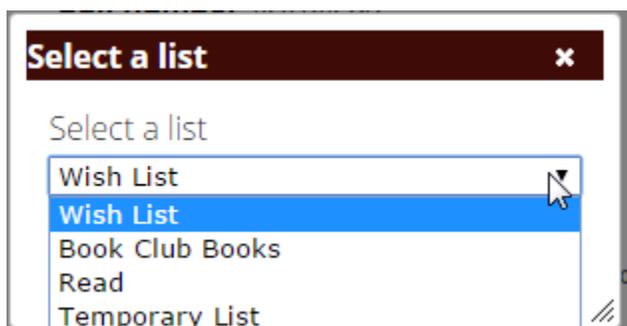
Call Number: 133.333 CRAZE 2003
Title: Feng shui
Author: Craze, Richard, 1950-2006. Jay, Roni.
ISBN: 9780340725290
Publication Information: Abingdon : Teach Yourself, 2003.
Physical Description: iv, 172 p. : ill. ; 20 cm.
Subject Term: Feng shui. Room layout (Dwellings)
Added Author: Jay, Roni.

Select an Action ▾

- Place Hold(s)
- Add to My Lists
- Email
- Text It To Me
- Print

Available: 1

Library	Callnumber	Material Type	Status
Campbell Co. Public Library	133.333 CRAZE 2003	Paperback	Nonfiction



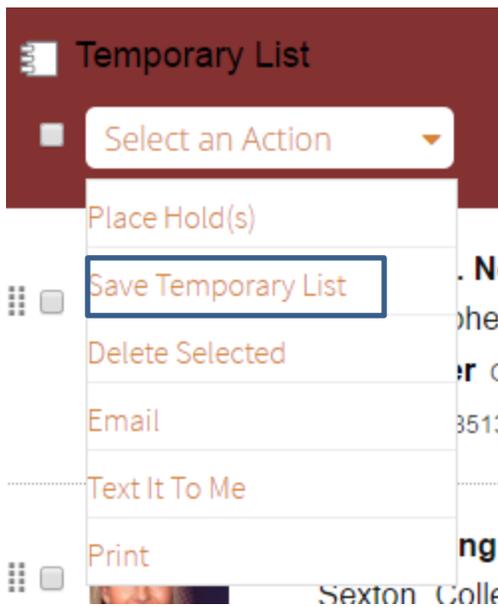
Note: If a default list is defined in a user's preferences, the item will automatically be added to the default list after selecting "Add to My Lists". If no default list is selected in a user's preferences, the user will be shown a drop-down menu displaying all lists.

To save a "Temporary List":

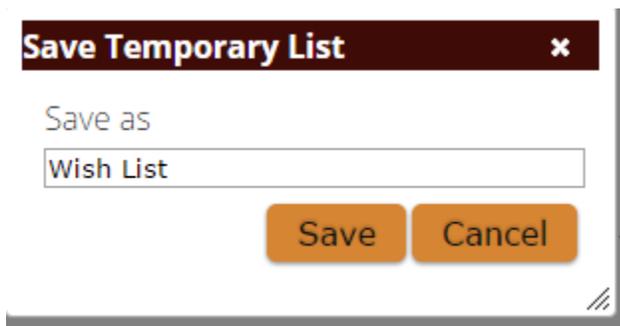
1. Click "My Lists" on the top of the page.



2. Click "Select an Action" drop-down menu and select "Save Temporary List".



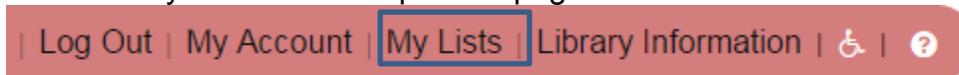
3. Enter the name for the new list in the pop-up window.
4. Click "Save".



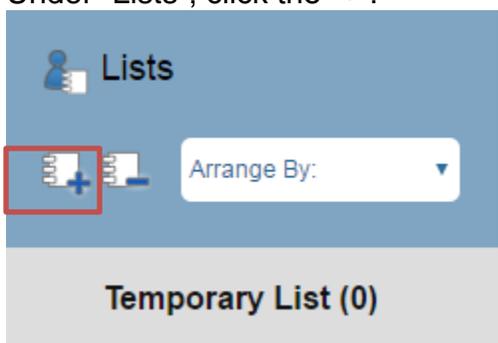
A user can create additional lists, which will remain on his/her account until they are manually removed by the user.

To create lists:

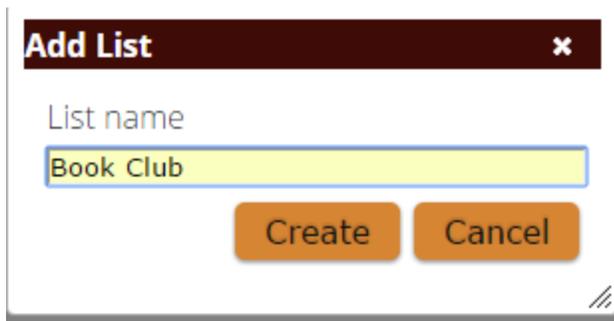
1. Click on "My Lists" on the top of the page.



2. Under "Lists", click the "+".



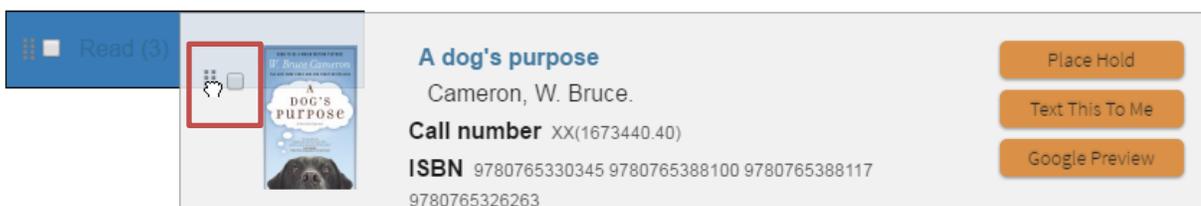
3. Enter the name for the new list in the pop-up window.
4. Click "Create".



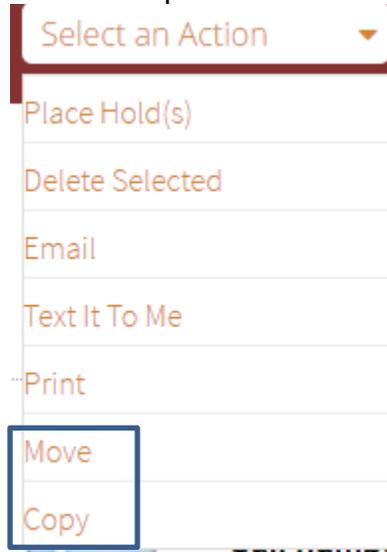
To edit lists:

There are two ways to move or copy items from one list to another:

1. To move items one at a time, hover the cursor over the icon to the left of the title until the cursor becomes a “grab hand” and then click and drag the title to the desired list.



2. To select multiple items at once, check the box to left of each item. Then, click the “Select an Action” drop-down menu and choose either to “Move” or “Copy” the items.



To set preferences for lists:

1. Click “My Account” on the top of the page.



2. Under the “Account Information” tab, select “Preferences”.

3. The drop-down menu next to “Preferred List” allows you to select a default list or “no default list”.

▼ Preferences

Default My Account Tab: Account Information ▼

Default Checkouts View: Library Checkouts ▼

Default Holds View: Library Holds ▼

Preferred List:

- no default list
- no default list
- Temporary List
- Wish List
- Book Club Books
- Read

Record my checkout history

Show my checkout history

Update

4. Click “Update” to save new preferences.

Note: If a default list is defined in a user’s preferences, the item will automatically be added to the default list after selecting “Add to My Lists”. If no default list is selected in a user’s preferences, the user will be shown a drop-down menu displaying all lists.

Lists

Wish List 2 list items

Arrange By: ▼

Temporary List (0)

Wish List (2)

Book Club (1)

Read (2)

Select an Action ▼

Arrange By: ▼

A dog's purpose [sound recording (CD book)] : a novel for humans
Cameron, W. Bruce.
Call number CDBOOK CAM 12/2016
ISBN 9781400116454

Place Hold

Text This To Me

Feng shui
Craze, Richard, 1950-2006.
Call number 133.333 CRAZE 2003
ISBN 9780340725290

Place Hold

Text This To Me

Add or delete lists

Arrange by name or date

Select titles to move or copy

Place hold and/or text items in the list display.