Quick Start Guide

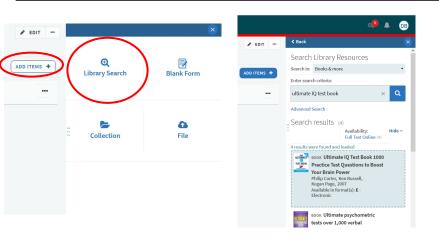
Ī



1 – Add Sections

Before you can add items to your list, you must first create a section. This can be done by clicking the "New Section" button, naming your section and clicking "Create".

Test List ® ■ DRAFT	o 🛢 0 items in 0 sections 📰 All items are processed	& EDIT
≣ <i>3</i> τ ≭ <u>μι</u> Ο,	LIBRARY REVIEW PUBLISH NEW	SECTION ADD ITEMS +
Title*:	Ŭ	
Description:		
from: DD-MM-YYYY	To: DD-MM-YYYY	m
2 Import CANCEL		CREATE



2 – Add Items

Click the "Add Items" button and this will bring up a choice of options. Clicking "Library Search" allows you to search our catalogue for any resources you require. When you've found something you want, simply drag and drop onto your list.

3 – Editing Items

To mark an item as 'Core', click "Set item importance" and then click inside the box to bring up the core tag. Apply this, and then click "Save".

To add a note to an item, click on the item title to expand the detail. Scroll down and click on "Add Note" under the 'Public Note' heading. Ensure to click "save" once completed.

Test Se	ction (I)~	
	1006 Ultimate IQ Test Book [electronic resource] : 1000 Practice Test Questions to Boost Your Brain Power & Carter, Philip., Russell, Ken., :, Kogan Page, 2007., Total Pages 1 online resource (304 p.)	
	Set item importance for library purchase	✓ SAVE ★ CANCEL
	e Core	
ublic note		
est Note		
		🗸 SAVE
		× CANCEL
		al.
rivate note		

st I	List _n		
AFT	🗏 Being Prepared 🗿 Updated 3 minutes ago 🗿 1 items in 1 sections 🗮 All items are processed		
ø	T × Int Q LiBRARY REVIEW BdBLISH NEW SECTION		
st S	ection (1)~		
HE MATE BOOK	BOOK Ultimate IQ Test Book [electronic resource]: 1000 Practice Test Questions to Boost Your Brain Power // Carter, Philip., Russell, Ken., :, Kogan Page, 2007., Total Pages 1 online resource (304 p.) <i>Test Note #</i>		
	Being Prepared de View online		

4 – Send To Library

Once your list has been completed, make sure you click "Library Review". This ensures that the Reading List Team receive an alert, and will work through your list to ensure we have access to all resources included on the list.