Creating and Managing Lists

1) Search for items you wish to add to (a) List(s). For each item to add to a list, first add the item to your "cart" using small icon under "Additional actions:"

2) Once you have added desired items to your cart, click on "My cart (# items)" at the top of the display (next to account information), or on "view cart" in the blue box next to any item added to your cart:

3) In your cart view, the items are all displayed and selected. If you want to add only some cart items to a list, de-select the checkboxes for the items you do not wish to add. (Note that you can also just clear the cart by
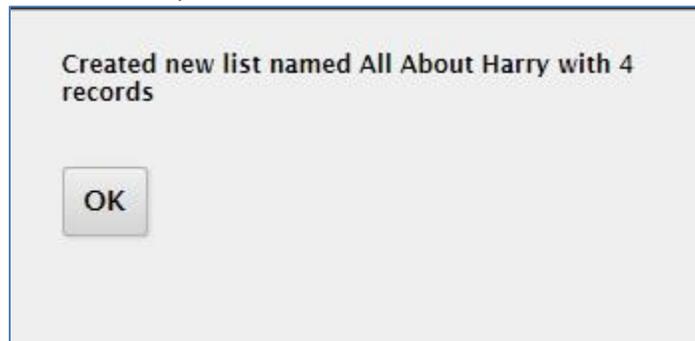
clicking on the link at the top of the screen, near your name.) All the actions you can take on the selected items in your cart are displayed in the gray banner at the top of the screen, including "Save to list."

4) Click on "Save to list," and you will get a gray dialog box itemizing all the items being added to the list, and boxes allowing you to name the list and type a description. (If you have already created and saved one or more lists, this box would have the option for you to select a list you already maintain in your account, *or* create a new list):
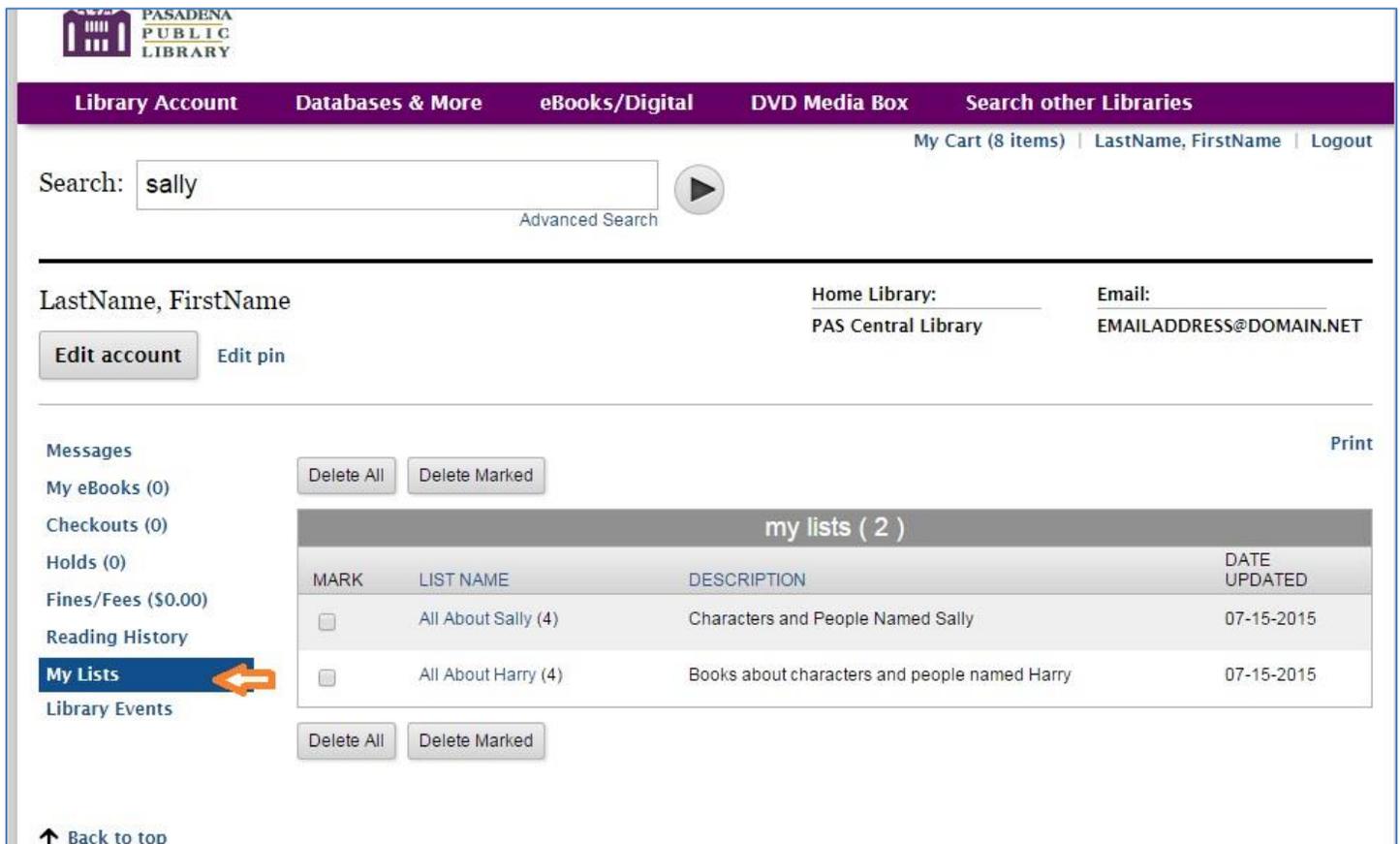
5) You'll receive a confirmation that you saved the items to the list:

Created new list named All About Harry with 4 records

OK

6) Click "OK" and you're done. To view your created lists, click on your name to go to the account view, and click on "My Lists." All of your lists are displayed here. You can check boxes to select lists and delete, or delete all lists. If you click on a particular list, you will enter the list view, and here you can manage the individual list as well, including exporting selected items from the list, or moving items from that list to another list.

All Lists View:

Individual List View:

Actions you can take on individual lists: Delete all items, delete marked items, export the list (to flashdrive or other storage, or email) in a variety of formats, move marked items to another list, or change the name of the list.