Process for editing lists in Readinglists@Hull [with no orders]

1. Log into [http://readinglists.hull.ac.uk](http://readinglists.hull.ac.uk)
2. Log in with your University username and password
3. Go to My Lists
4. Click on the list you wish to edit/order for. If the list doesn’t appear email [bjcollections@hull.ac.uk](mailto:bjcollections@hull.ac.uk) to request access
5. Click on Edit / Edit List and update as appropriate:
   - Click on Remove to delete links
   - Use to drag and re-sort items
   - Use New Section to create new headings
   - Click on Edit notes and importance to amend student notes and importance levels
6. To add a new item, open new tab and search library catalogue ([http://libsearch.hull.ac.uk](http://libsearch.hull.ac.uk)) or websites as appropriate
7. Click on Add to ReadingLists@Hull
8. Check information is correct and amend accordingly
9. Click on Create and Add to list
10. Add notes and importance levels as appropriate.
11. Click OK
12. Go back to list and refresh page to see item
13. If satisfied with changes made click on Publish
14. When all changes are made click on Publish