

## Lists

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Hello, in this tutorial you will learn how to create and add items to lists, as well as add comments, in Rialto.

You'll start by going to Market > My Lists. Here you can see any lists that you have already created.

As you can see these lists are currently set to "Private", meaning that you are the only one that can see them. We'll discuss how to share lists with other users in a moment.

Clicking on the list title will show you all items currently saved to it. Like elsewhere in the system, you can facet this list or add any items to your cart or DDA pool. You can also remove an item from your list, add it to another list (which duplicates it), or move it from this list to another.

For titles that have holdings or other activity in your institution, you will see the Library Activity indicator. On the details page, you can see an indication of that activity. Click View All to navigate to the work page for more information.

Within a particular item you can also add a comment at the bottom of the panel. Simply click Add Comment to add a comment. There are basic formatting options available. When you're done you can click Save and anyone with access to this list will be able to see and reply to your comment.

If there is a comment on an item there will be an indication flag.

To share a list click the green box labeled "List". Toggle the "Share list" button, and then search for the user. You can add as many users as you would like. Keep in mind that once shared, everyone with access can add or remove all items and is a joint owner.

Click the green box to close this menu, and then go back to the main Lists page. From here you'll click Create New List. Now you'll name your list. By default all new lists are private. Once you've saved a list, you can add items to it from throughout Rialto.

To add items to a list you'll search the market for items you would like to remember but aren't ready to purchase yet. When you find an item, open the title, then click on the row action tool and choose "Add to List". If you have more than one list you can select which one you would like the item to add to from the menu. Repeat the process if you would like to add the item to more than one list.

All members of shared lists will see the list as an option to select in the Add to List dropdown for items in the Rialto marketplace.

The list function is also available when reviewing feeds. Please watch the Feeds tutorial for more information.

Now you know how to create and add items to lists, as well as add comments, in Rialto. Thanks for watching!