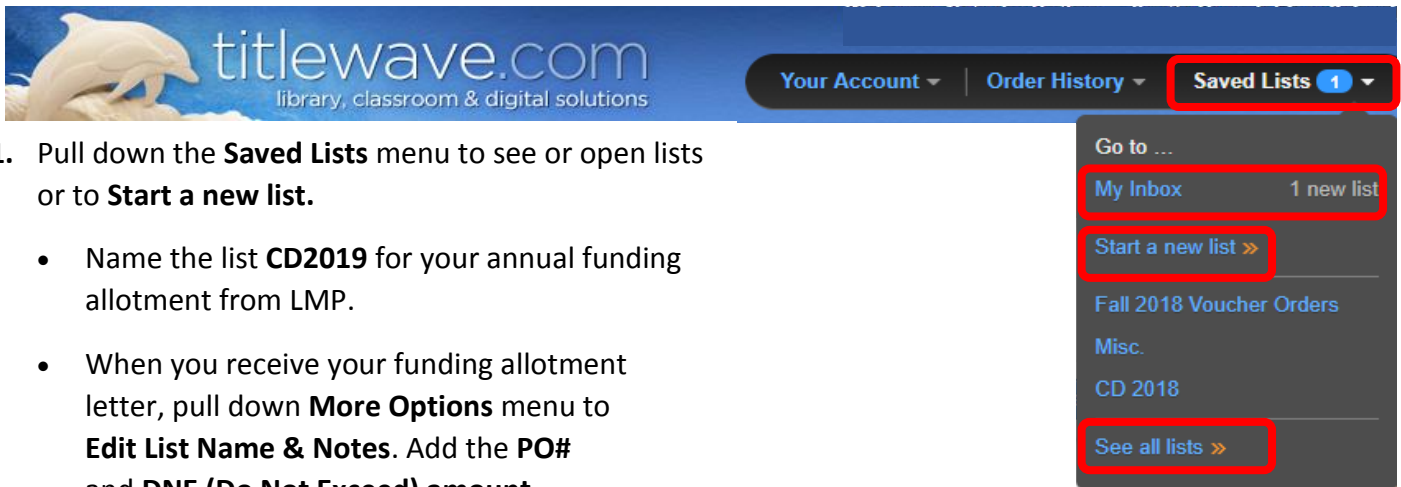# TitleWave: Using Lists

1. Pull down the **Saved Lists** menu to see or open lists or to **Start a new list.**

   - Name the list **CD2019** for your annual funding allotment from LMP.

   - When you receive your funding allotment letter, pull down **More Options** menu to **Edit List Name & Notes**. Add the **PO#** and **DNE (Do Not Exceed) amount**.

2. **Add Shared Lists to your own Saved Lists.** A **number** will display if a list has been shared with you.

   - Pull down **Saved Lists menu** to **My Inbox** to see shared lists. Click on the list name/link to save it.

3. **Add titles from other lists to your CD2019 list.**

   - You must submit a **single TitleWave order.** You may add titles from other lists to CD2019, such as:

     o Wanted titles from a shared list, or from separate consideration lists you've created.

     o Titles from a previously-ordered list which were not filled due to DNE or out of stock.

   - Open the other list and pull down the **More Options** menu to **Copy/Move Items.**

   - Select **Copy** or **Move > Wanted items > to CD 2019.**

4. **Add wanted selections to your list as you search and browse in TitleWave** (after checking Reviews)**:**

   - **From Search Results screen**, check the **Want** box and check **1st Choice** if desired. Then click **Add to List** button at top. **From Title Details screen**, check 1st Choice if desired and click **Add to List.**

   - Marking some items 1st Choice helps Follett to fill titles you want most; however, don't mark too many 1st Choices. Second shipment may be delayed as Follett waits for 1st Choices to be restocked.

5. **Add a Note to any selection that an auditor reviewing your list might question.** For example:

   - "Replacing worn copy" (for a title you already own); "Found positive reviews from ..." (for a title with no reviews found in TitleWave); "Reviews recommend for Grades/Ages ___" (for a title labeled Interest Level 5-8 for ES or YA for MS).

   - Click the **Add a note** … link below the title details, then type and **Save your note.**