



BookData Online: Creating a list

What is the List Manager?

This feature allows you to create a list of titles on a certain subject or criteria and manage that list over a period of time.

Why would I use the List Manager?

There are numerous reasons for creating a list of titles. You may be creating a list for new or backlist titles in readiness for your order, recommending titles to a customer or creating a book or reading list. Once you have created your list it can be shared with others within your organisation using the range of export options available, including print and email.

How many lists can I have?

You can create up to 50 lists per User ID. Please note that if you share your User ID with other users you will need to share this allocation between you, but you will be able to view and edit each others lists. Shared access means you use the same User ID whether you login manually or use IP access. Check with your subscription administrator (Super User) or contact our customer services department if you are unsure.

How do I create a list?

Perform a search and review the results. Select the titles you wish to add to your list by ticking the box to the left of each record. *There is a maximum limit of 1,000 records.*

Select an option from the [Add to List](#) drop-down menu on the right hand side. If you are creating a New List select [New List](#) and you will be prompted for a name and description before returning to the results page. If you wish to add titles to an existing list then select the appropriate list name and click on the [Add to List](#) button. *You can add titles from multiple searches to one list and titles from a single search to multiple lists.*

The titles will be added to your list automatically without you moving away from the results page.

How do I view the contents of my list?

To view your lists, select the [List Manager](#) link from the dark grey toolbar and all the lists for your account will be displayed on the screen.

Click on the name of the list you wish to view.

List View

nielsen

International Service Territory United Kingdom

[Logout](#) | [Home](#) | [About Us](#) | [Contact Us](#) | [Feedback](#)

Quick Find

[New Search](#) | [Preferences](#)

Search Results

[Saved Searches](#) | [Saved Search Forms](#) | [List Manager](#) | [Form Builder](#) | [Search History](#)

[Help](#)

View List: Credit Crunch

Switch View | **Multi Line Summary**




Remove Selected | Advanced Sort | Save Results

Add to List | Credit Crunch

Showing items 1 - 6 of 6 | [Select all in list](#) | [Deselect all in list](#)

Go to item: Go

[First](#) | [Previous](#) | [Next](#) | [Last](#)

<input type="checkbox"/>		Title: Who Runs Britain?: and Who's to Blame for the Economic Mess We're In Main Contributor: Robert Peston Imprint: Hodder Paperback Format: Paperback Distributor: Bookpoint Wholesaler: BERT BKSPD EASON GARD Not for sale in: New Zealand, United States	ISBN13: 9780340839447 Date Published: 30 Oct 2008 Price: £8.99 Availability: Available BookScan UK Posn: 60
<input type="checkbox"/>		Title: The Crunch: How Greed and Incompetence Sparked the Credit Crisis Main Contributor: Alex Brummer Imprint: Random House Business Books Format: Paperback Distributor: TBS The Book Service Ltd Wholesaler: ARGOSY BERT EASON GARD	ISBN13: 9781847940094 Date Published: 1 Jan 2009 Price: £7.99 Availability: Available BookScan UK Posn: 803
<input type="checkbox"/>		Title: The Credit Crunch Cookbook Main Contributor: Hamlyn Imprint: Hamlyn Format: Paperback Distributor: Littlehampton Book Services Ltd Wholesaler: ARGOSY BERT BKSPD EASON GARD	ISBN13: 9780600619772 Date Published: 5 Jan 2009 Price: £6.99 Availability: Available BookScan UK Posn: 6286

From the edit column of the List Manager view you can edit the list name or delete that list if you wish.

You can print, save or email your lists using the options available in the Save Results view, simply click on the [Save Results](#) button.

Library users with the MARC download module can export lists in UKMARC or MARC21 format. Click on the [Save Results in MARC](#) button and follow the onscreen instructions.

Login to BookData Online and create a list for yourself - www.nielsenbookdataonline.com

Quick Reference Guides:

Our Quick Reference Guides are available to download from our website – www.nielsenbookdata.co.uk

Help Desk

If you have a technical enquiry please contact our help desk, open during normal office hours: (Monday-Friday 08.30-17.30 GMT)

Tel: +44 (0)1483 712 260

Email: help.book@nielsen.com