Creating Lists:

1. Login to the Oasis website: https://oasis.proquest.com
2. Click on “My Lists & Groups” at the top of the screen.
3. Click “Create New List” on the right hand side of the screen.
4. A pop-up box will display. Add a name for your list in description field and then click Save. Rest of the form can remain the same.
Adding Titles to Lists:

1. The header of the web page contains a field to do a Quick Search. You can also change the search parameters by clicking on “Quick Search”

2. Once you find a title you want to add, hover your mouse over the green “Action” button - a menu will appear. Click on List/Forward.
3. A pop up box will display. First select the name of the list you want to move the book. Next, make sure “Add order info before sending” is unchecked. Finally, click “Send.”

4. Continue adding titles to the list until you are finished.
**Forwarding Lists:**

1. After you are finished adding titles to your lists, click on the “My Lists & Groups” tab at the top of the screen. Then, click on the list you want to forward.

2. Click on the small checkbox on the top left of the list to select all titles. Then, click on List/Forward (step #3) OR click on “Express checkout” (step #4)

3. If you click on “List/Forward,” a pop up box will display. Scroll down the list until you see the user to whom you want to forward the list. I would advise not to check the box that says “Remove affected title(s) from page.” This way the titles will stay on your list and you can track their progress. Finally, click “Send” and your list is sent.
4. If you click on “Express checkout,” a pop-up box will display. This will automatically forward the titles to the ratifier in your profile.

Confirm Submission (1 titles)

Send selections to acquisitions (Mary Dumbleton)

Update OASIS  Cancel