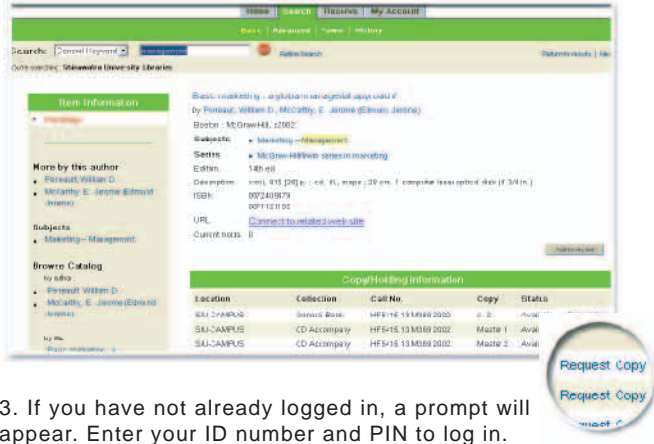


# To place a request

1. At the search result page.

2. Click on Request Item to place a hold

Note: LIS would like to suggest you to choose Request Item rather than Request Copy because you will receive the requested faster.



3. If you have not already logged in, a prompt will appear. Enter your ID number and PIN to log in.

Please enter the following information:

Shinawatra University ID:

→ PIN:

4. The Request Confirmation screen provides information about how you will be notified, lets you select your pick up location and tells you when the request will be expired.

**Request Confirmation**

Basic marketing : a global managerial approach  
by Forrester, William D., McCarthy, E. Jerome (Edman Jerome)  
ITF: 1513 438: 2.01.2

You will be notified when this title is available by mail.  
Select a location to pick up the material:

Your request to this title will be effective until: 24/02/05

Quantity:

Comments:

5. Click on Request.

6. Click on Return to Searching.

**Your request has been successfully placed**

Basic marketing : a global managerial approach  
by Forrester, William D., McCarthy, E. Jerome (Edman Jerome)

You will be notified when this title is available by mail.  
This title is currently located at: SU-CAMPUS  
Your request to this title will be effective until: 24/02/05



# My List



"My List" is a feature that lets you create a temporary list of items from your search results.

"Hold Request" makes you get the item which is not available on the shelves. LIS will hold the item for you when it becomes available.



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Main LIS: 99 Moo 10, Bangtoey, Samkok, Pathumthani 12160 THAILAND  
Tel. +66 2599 0000 Fax. +66 2599 3352  
Information Counter Ext.1551-2  
Circulation Counter Ext.1601-2

Graduate LIS: 1010 Shinawatra Tower III, 15-16th Fl., Viphavadi Rangsit Rd.,  
Chatuchak, Chatuchak, Bangkok 10900 THAILAND  
Tel. +66 2949 2420 Fax. +66 2949 2421

email: library@shinawatra.ac.th  
Website: http://library.shinawatra.ac.th



**Shinawatra University**  
Office of Library and Information Services

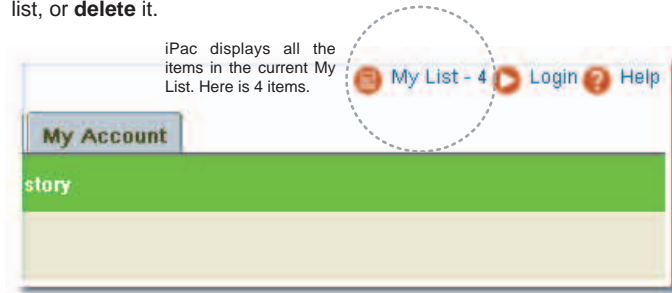


**My List** is a feature that lets you create a temporary list of items from your search results. Each time you add an item to My List, iPac displays the number of items in the current list next to the My List icon.

You can view the list, sort the list, **add** or **remove** items from the list, or **e-mail** the list.

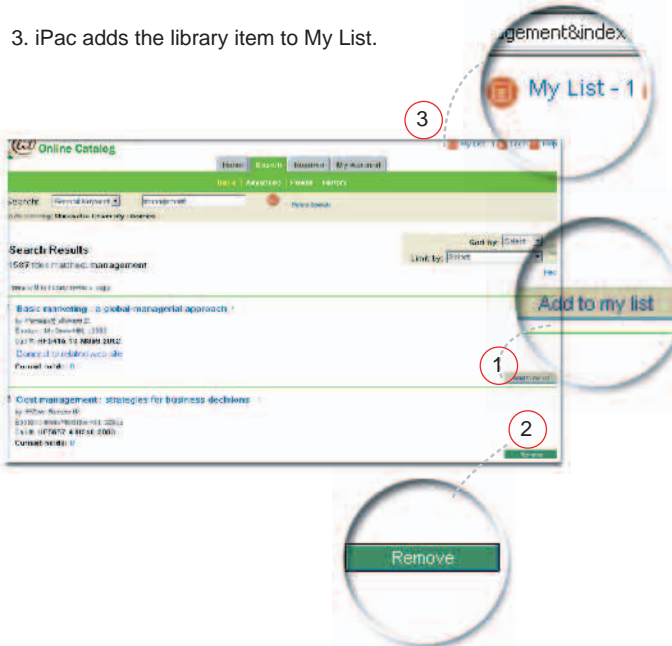
If you have set up a user account, you can also save a list of items for future reference.

From a saved list, you can **move** items to another list, **rename** the list, or **delete** it.



## Adding item(s) to My List

1. Click **Add to My List** next to the item you want to add.
2. You can remove library items by clicking on **Remove**
3. iPac adds the library item to My List.



## Viewing My List

To view My List,

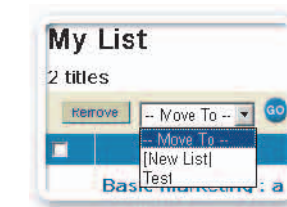
1. Click on the **My List** at the top of the screen then log in.
2. Log in to **My Account** then click on the My List

## Using My List

1. You can place request from within your list by clicking **Request Item**.



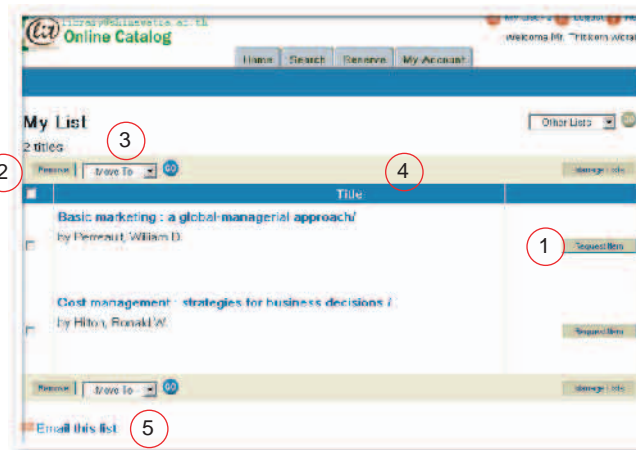
2. Remove items from your list by checking the box and clicking **Remove**.



3. Create another list by checking the box, choosing **New List**, and entering the name.

4. Items can be sorted by clicking the heading of the table.

5. Your list can also be emailed by clicking the **Email** this list link.



## Placing Holds

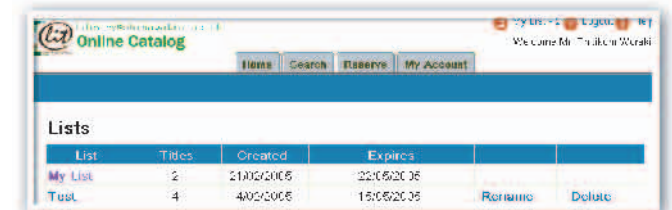
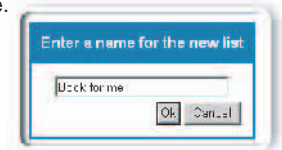
After doing a search, you may want to see if a particular item is available for checking out. You can request the item if the status is not available. If another copy is available, iPac encourage you to check the book from the shelves. After making a request, LIS will then hold the item for you when it becomes available.

Due to LIS having 2 libraries, Graduate LIS users can make request for books from Main LIS and vice versa. User should make a request before 4:00 pm at the information counter. The books will arrive at a destined library at 7:00 pm on the same day.

## Managing My List



**Creating New List**  
After checking the box, you will see prompt then enter a name.



In **Manage Lists** show how many groups of lists you have created, created date, and expire date. Besides you can rename and delete any of your saved lists.

### Email this List

You can mark the format in which you would like the list to appear.

