

Edit List

Summary: This document outlines how to use the Faculty Self Service to update a list's name and duration.

Overview

With the Faculty Self Service feature enabled, faculty staff are able to easily change a list's name as well as the list start and end dates. While librarians are able to adjust the start and end dates of individual requests, this feature can be used to change both the list and requests dates all at once.

Editing the list name

Use the following steps to rename a list within a course:

1. On the list toolbar, click 'Edit' to bring up the 'Editing list' menu.

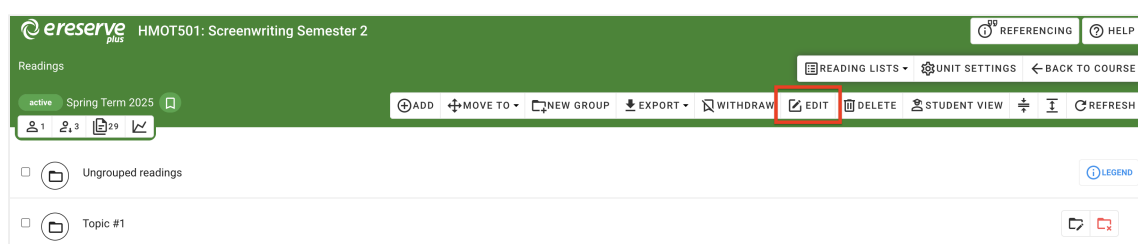


Figure 1 : The Edit button in the list toolbar

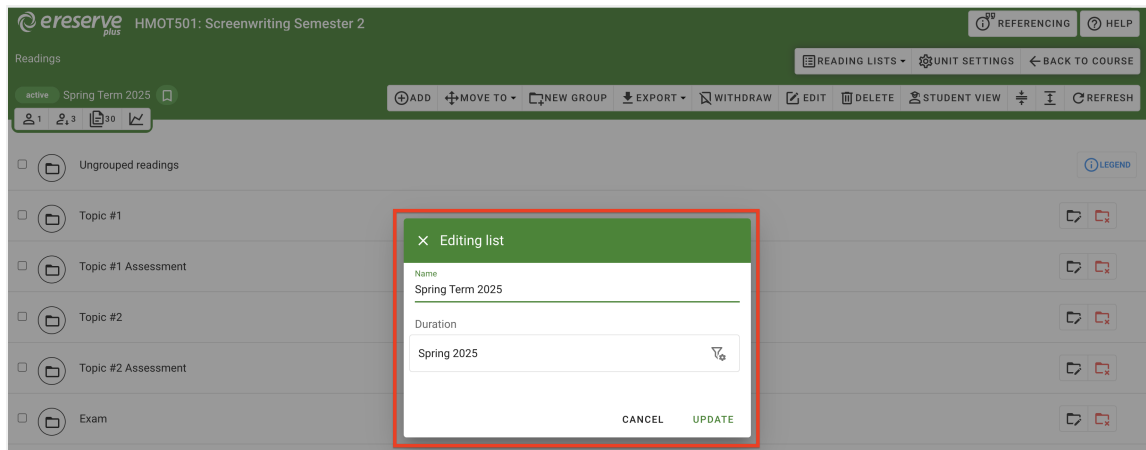


Figure 2 : The Editing List menu window

2. Type in the Name field to rename the list. If the name is an exact match against another list within the same course, a message will advise the name is already in use.

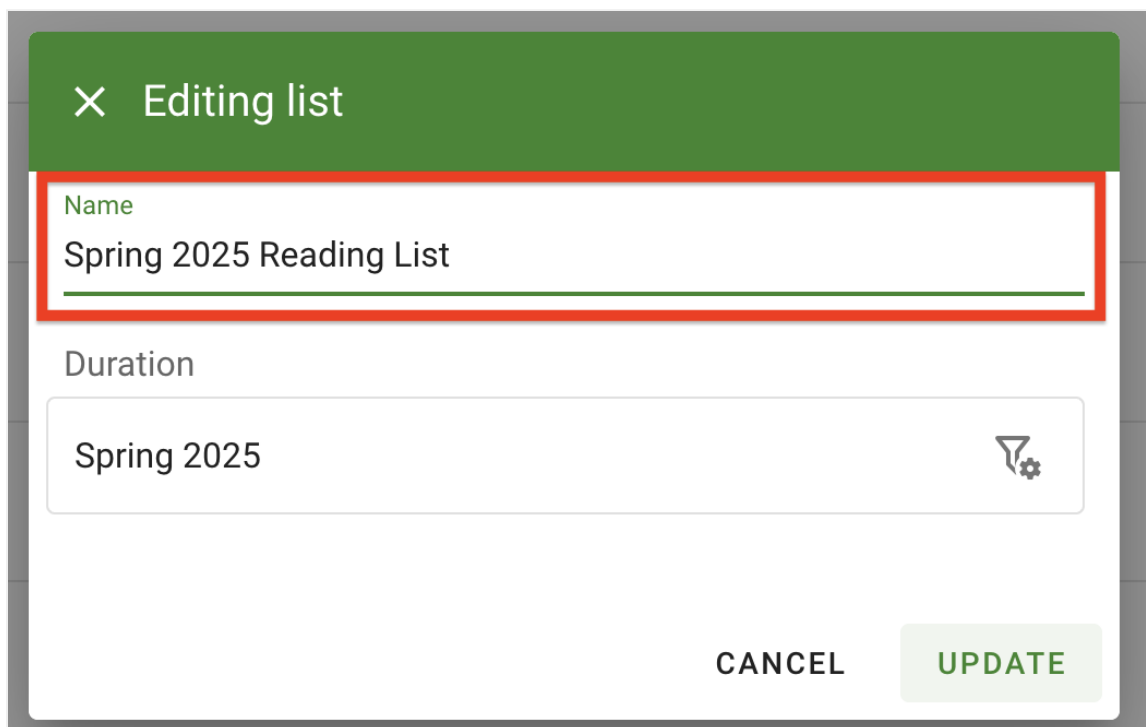
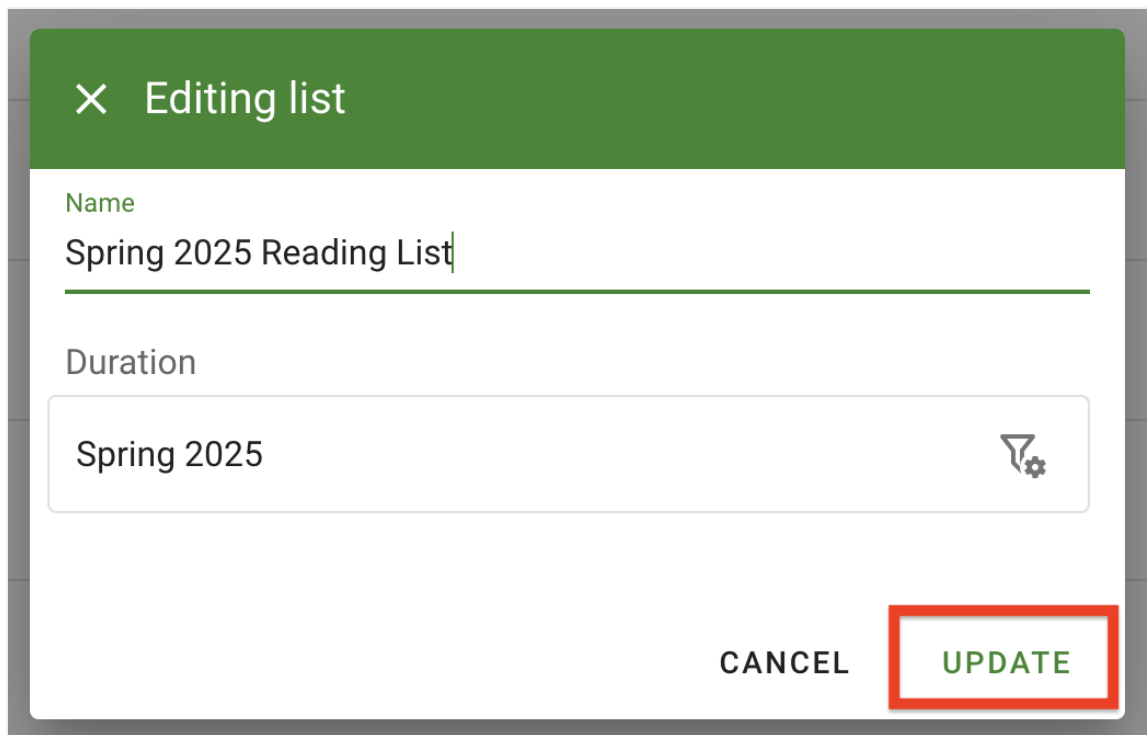


Figure 3 : Renaming a list

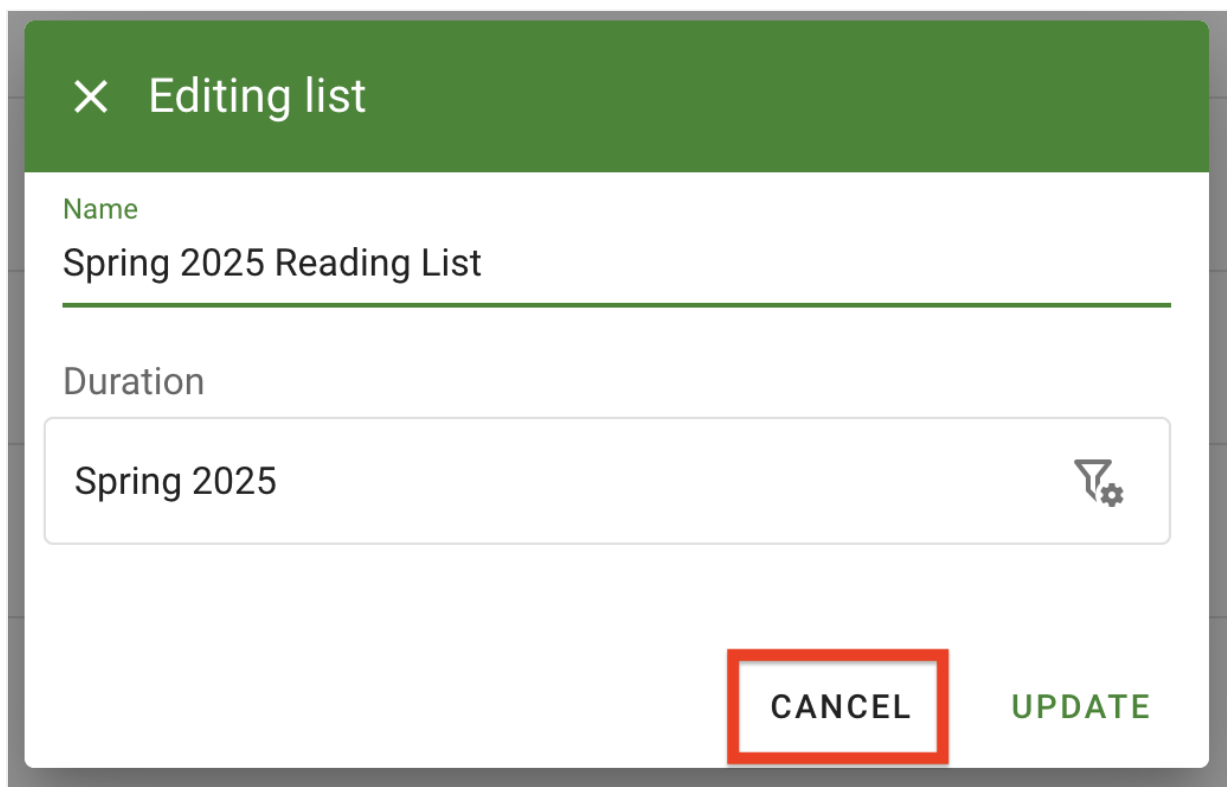
3. Click 'Update' to save your changes.



The screenshot shows a dialog box titled "Editing list" with a green header bar. Below the header, there is a "Name" field containing "Spring 2025 Reading List" and a "Duration" field containing "Spring 2025". The "Duration" field has a dropdown arrow icon. At the bottom right, there are two buttons: "CANCEL" and "UPDATE". The "UPDATE" button is highlighted with a red rectangular border.

Figure 4 : The update button to save changes

Click 'Cancel' any time to cancel this process. Changing a list's name will not affect the duration dates of the list.



The screenshot shows the same "Editing list" dialog box as Figure 4. In this version, the "CANCEL" button at the bottom right is highlighted with a red rectangular border, while the "UPDATE" button is no longer highlighted.

Figure 5 : The Cancel button to cancel the rename process

Editing the list duration

The list start and end dates can easily be adjusted and any changes to the duration dates will be automatically applied to existing requests in the list. Please note that any requests that have already been approved with dates different from the list dates will be unaffected and may require a librarian to manually review.

Selecting an existing Teaching Session

Use the following steps to select a current or future predefined duration, also known as teaching sessions:

1. On the list toolbar, click 'Edit' to bring up the 'Editing list' menu.

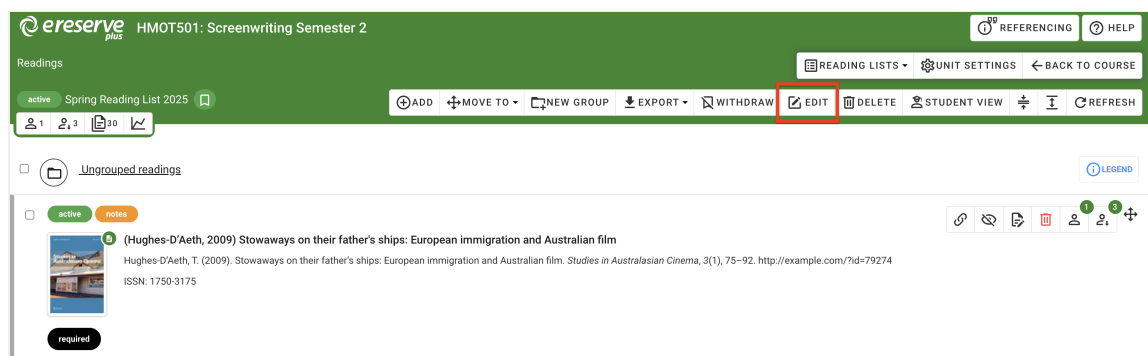


Figure 6 : The Edit button in the list toolbar

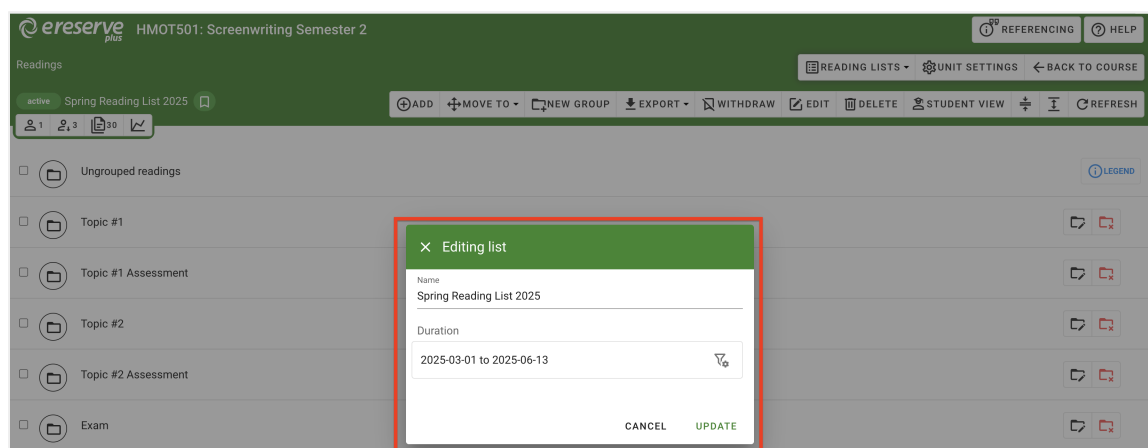
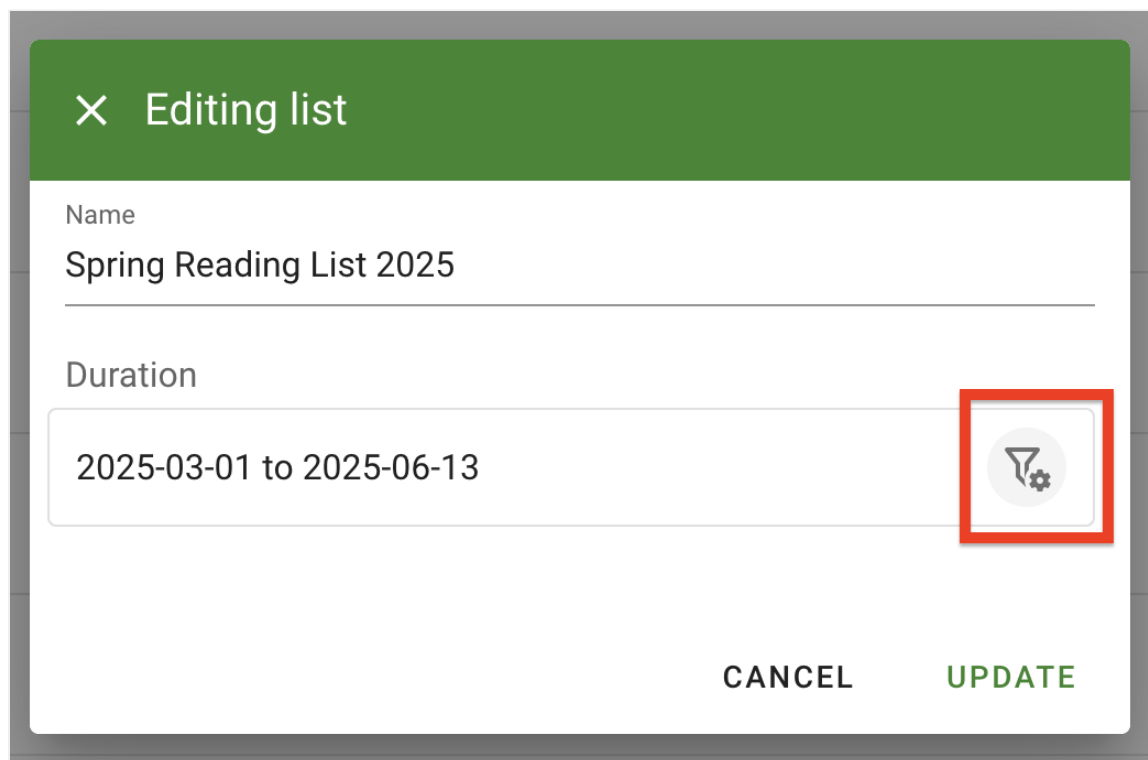


Figure 7 : The Editing List menu window

2. In the Duration section, click the icon on the right of the current duration to expand the options.



The screenshot shows a dialog box titled "Editing list" with a green header bar. Inside, there are two main sections: "Name" and "Duration". The "Name" section contains the text "Spring Reading List 2025". The "Duration" section contains the text "2025-03-01 to 2025-06-13". To the right of the duration text is a button with a funnel and gear icon, which is highlighted with a red square. At the bottom right of the dialog are two buttons: "CANCEL" and "UPDATE".

Figure 8 : The duration configuration button

3. Confirm the top field displays Teaching Session. If 'Custom' is displayed, click on the field to select Teaching session instead.

×

Editing list

Name

Spring Reading List 2025

Duration

Teaching session

Custom

Choose a end date

2025-06-13

CANCEL

APPLY

CANCEL

UPDATE

Figure 9 : The duration type dropdown

×

Editing list

Name

Spring Reading List 2025

Duration

Teaching session

Teaching session

CANCEL

APPLY

CANCEL

UPDATE

Figure 10 : Teaching Session is selected

- Click on the bottom field Teaching session dropdown, then select the desired Teaching session in the list.

×

Editing list

Name

Spring Reading List 2025

Duration

Teaching session

Teaching session

Term 4 2025

Semester 2 2025

Term 3 2025

Term 2 2025

Spring 2025

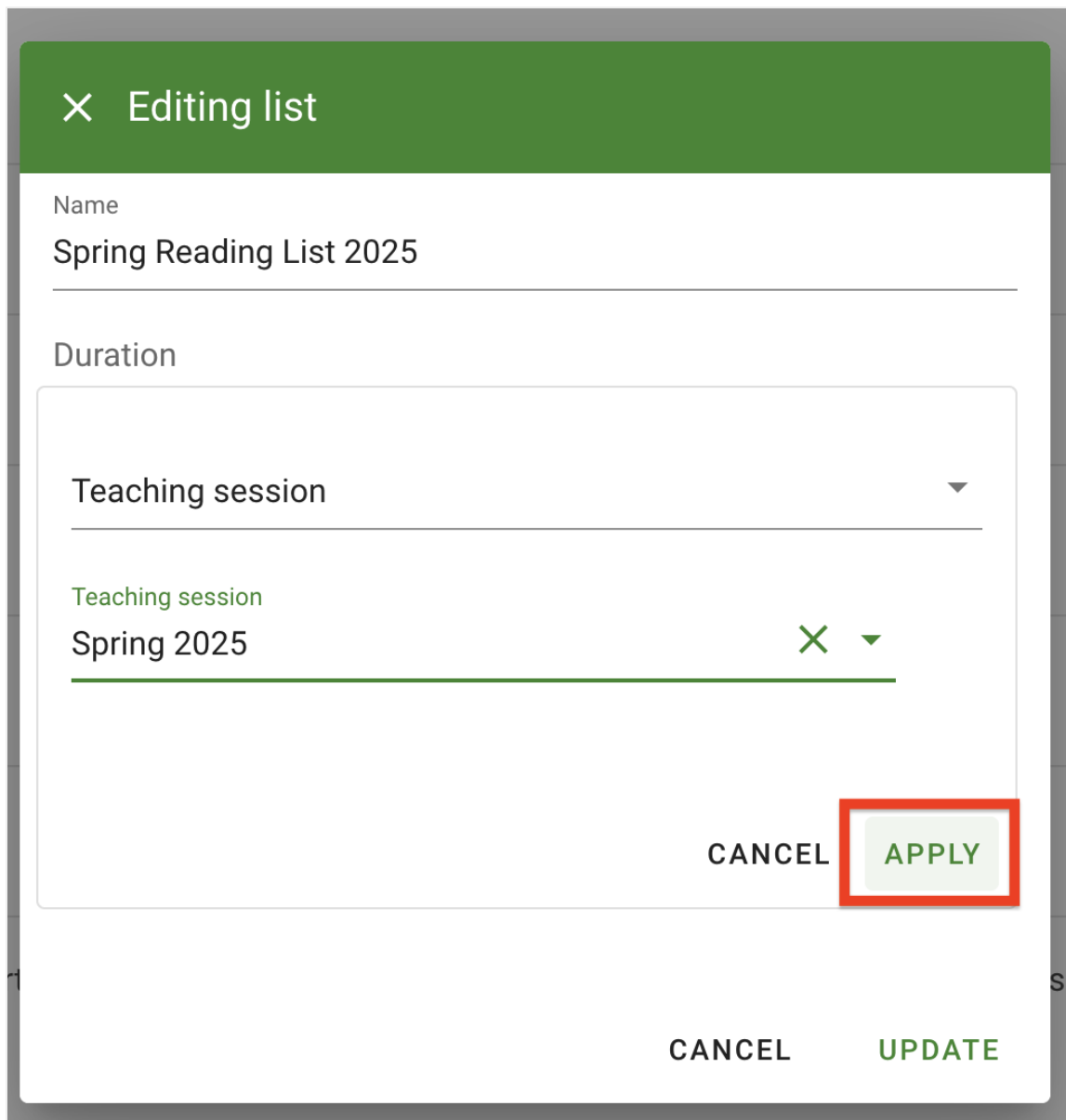
Semester 1 2025

APPLY

UPDATE

Figure 11 : The Teaching Session selection dropdown

5. Click 'Apply' in the Duration panel to save changes.

The image shows a dialog box titled "Editing list" with a green header bar. Inside, there are two main sections: "Name" and "Duration". The "Name" section has a text input field containing "Spring Reading List 2025". The "Duration" section contains a dropdown menu currently showing "Teaching session". Below the dropdown is a list of items, with "Teaching session" and "Spring 2025" visible. The "Spring 2025" item has a green 'X' and a dropdown arrow to its right. At the bottom right of the "Duration" section, there are two buttons: "CANCEL" and "APPLY". The "APPLY" button is highlighted with a red rectangular border. At the very bottom of the dialog box, there are two more buttons: "CANCEL" and "UPDATE".

× Editing list

Name

Spring Reading List 2025

Duration

Teaching session ▼

Teaching session

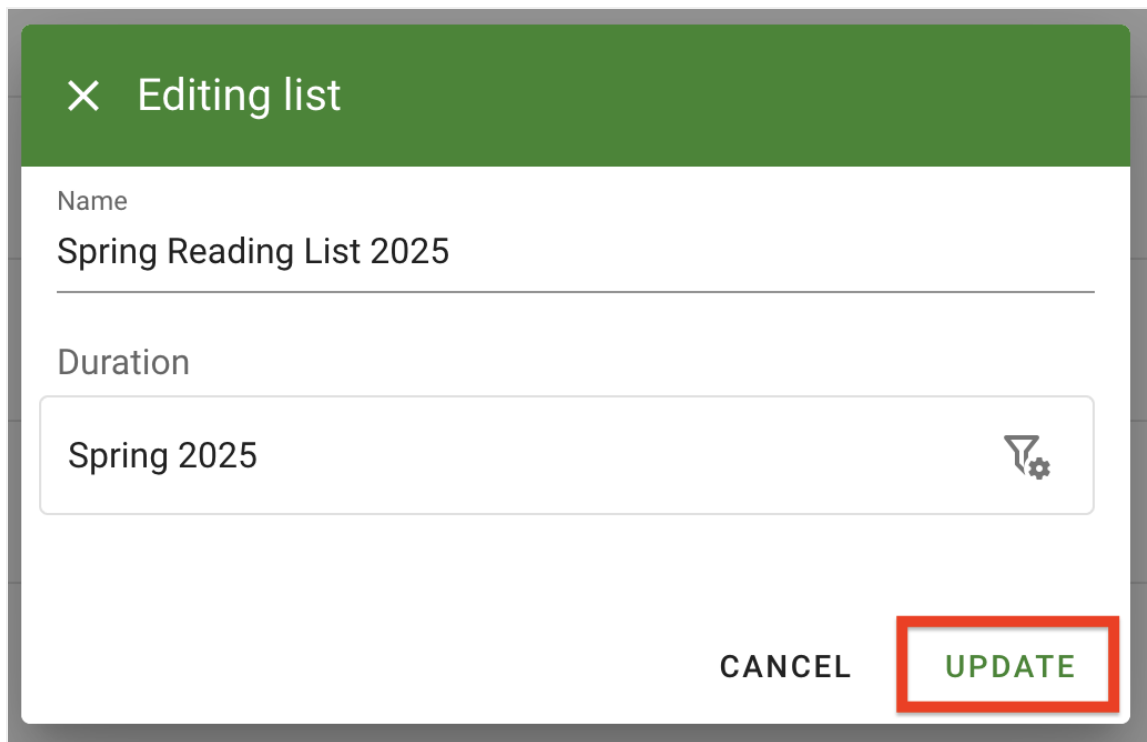
Spring 2025 × ▼

CANCEL APPLY

CANCEL UPDATE

Figure 12 : Click the Apply button to save the duration changes

6. Click 'Update' on the bottom right of the Editing List dialogue box to apply the changes to the list.



×

Editing list

Name

Spring Reading List 2025

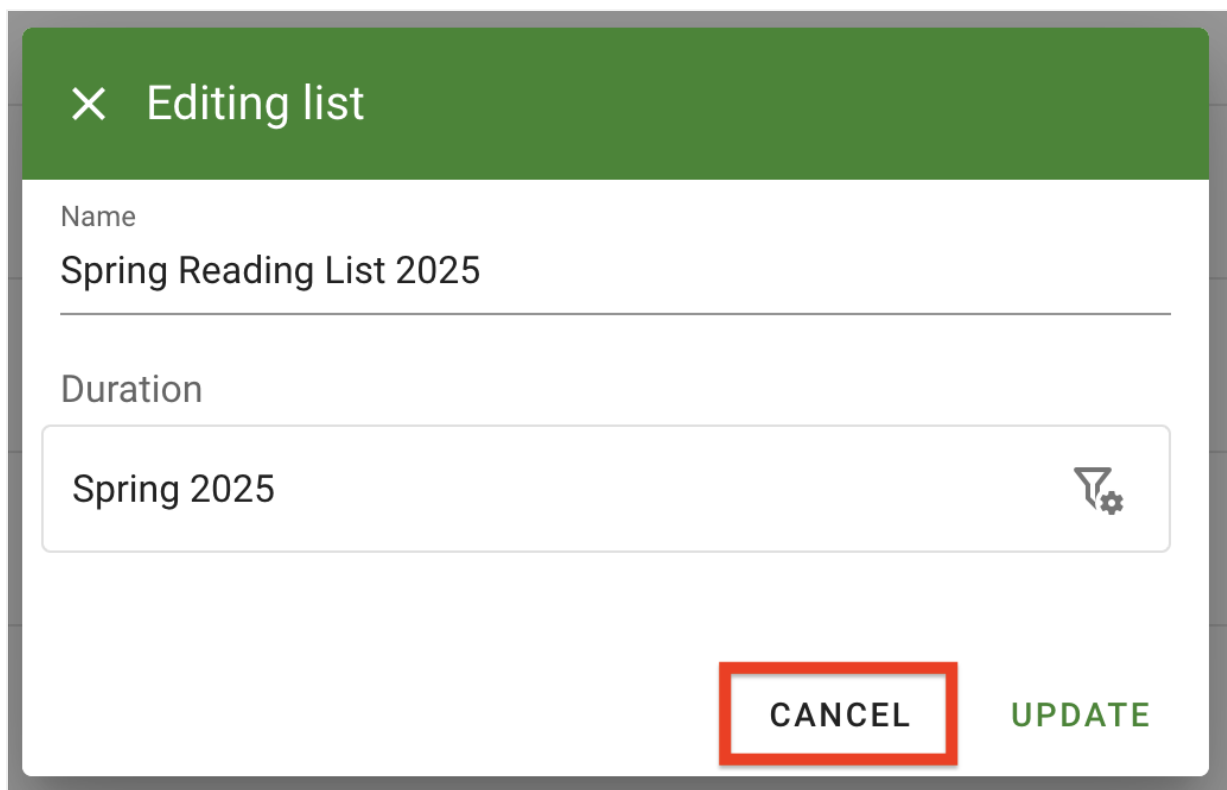
Duration

Spring 2025

CANCEL UPDATE

Figure 13 : Click the Update button to apply changes to the list

Any changes made can be cancelled anytime by clicking 'Cancel'.



×

Editing list

Name

Spring Reading List 2025

Duration

Spring 2025

CANCEL UPDATE

Figure 14 : The Cancel button to cancel any changes made to the list duration.

Selecting custom dates

Use the following steps to select a custom date for a list:

1. On the list toolbar, click 'Edit' to bring up the 'Editing list' menu.

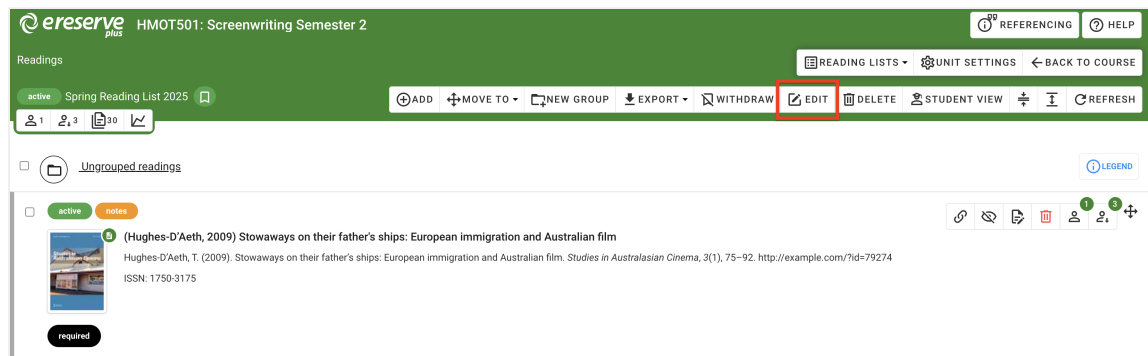


Figure 15 : The Edit button in the list toolbar

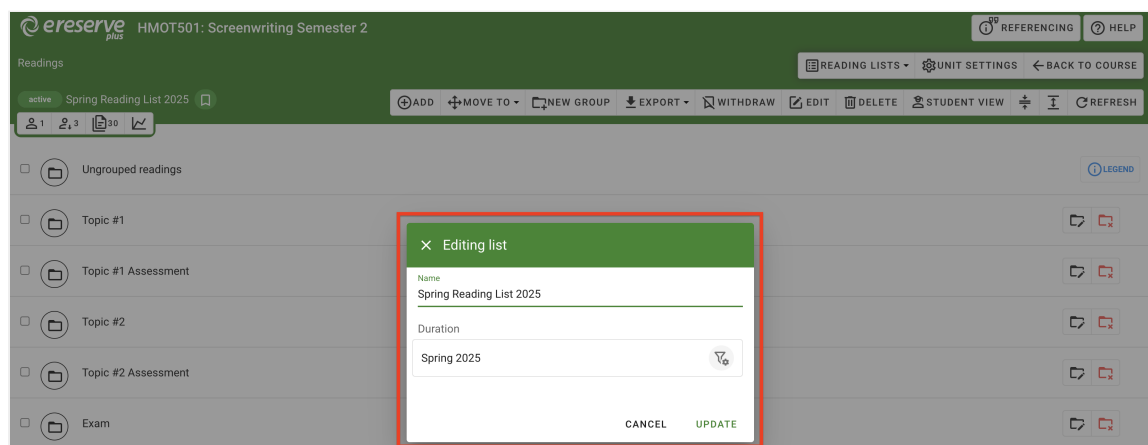


Figure 16 : The Editing List menu window

2. In the Duration section, click the icon on the right of the current duration to expand the options.

×

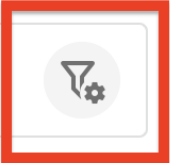
Editing list

Name

Spring Reading List 2025

Duration

Spring 2025



CANCEL

UPDATE

Figure 17 : The duration configuration button

3. Confirm the top field displays 'Custom'. If 'Teaching Session' is displayed, click on the field to select 'Custom' instead.

×

Editing list

Name

Spring Reading List 2025

Duration

Teaching session

Custom

CANCEL

APPLY

CANCEL

UPDATE

Figure 18 : The duration type dropdown

✕ Editing list

Name
Spring Reading List 2025

Duration

Custom ▼

Choose a start date
2025-03-01

Choose a end date
2025-05-31

CANCEL APPLY

CANCEL UPDATE

Figure 19 : Custom is now selected

4. Update the start and/or end date to a date of your choosing. This can be done by either clicking on the field and selecting a new date from the pop-up calendar. Alternatively, you can type the date directly into the text field, using the YYYY-MM-DD format.

×

Editing list

Name

Spring Reading List 2025

Duration

Custom

Choose a start date

2025-03-01

Choose a end date

2025-06-13

CANCEL

APPLY

2025

Fri, 13 June

<

June 2025

>

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Figure 20 : The custom date selection process

5. Click 'Apply' in the Duration panel to save changes.

× Editing list

Name
Spring Reading List 2025

Duration

Custom

Choose a start date
2025-03-01

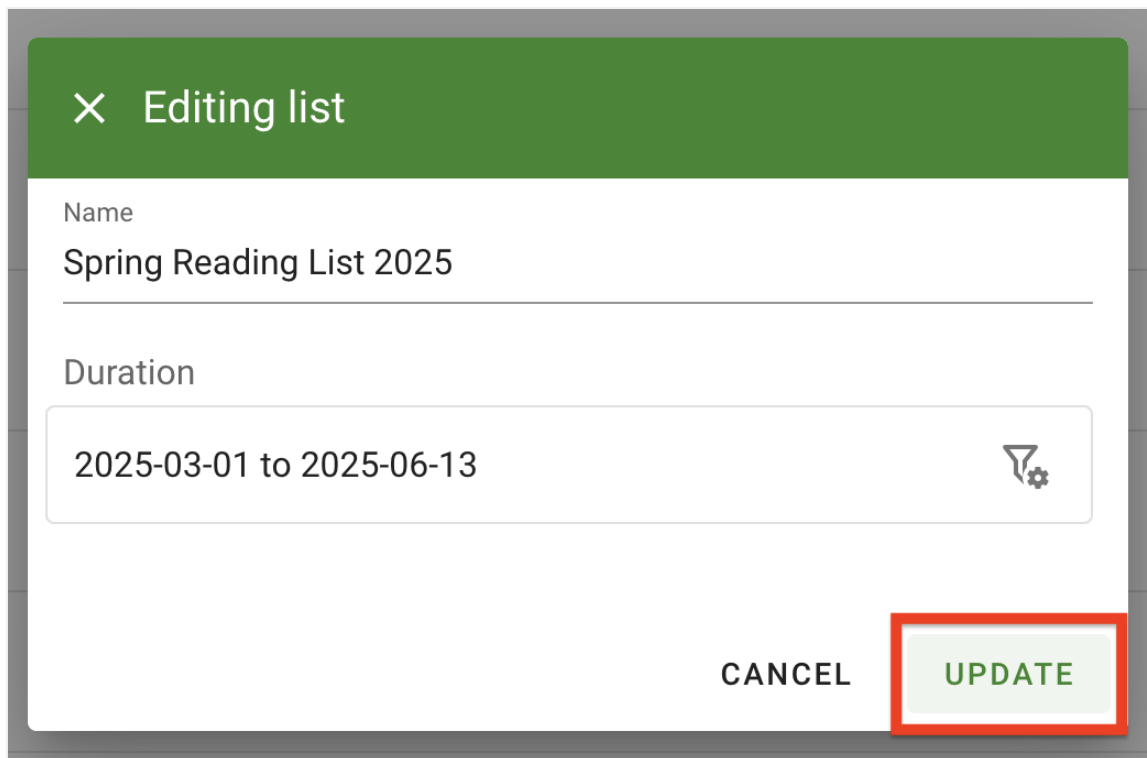
Choose a end date
2025-06-13

CANCEL APPLY

CANCEL UPDATE

Figure 21 : Click the Apply button to save the duration changes

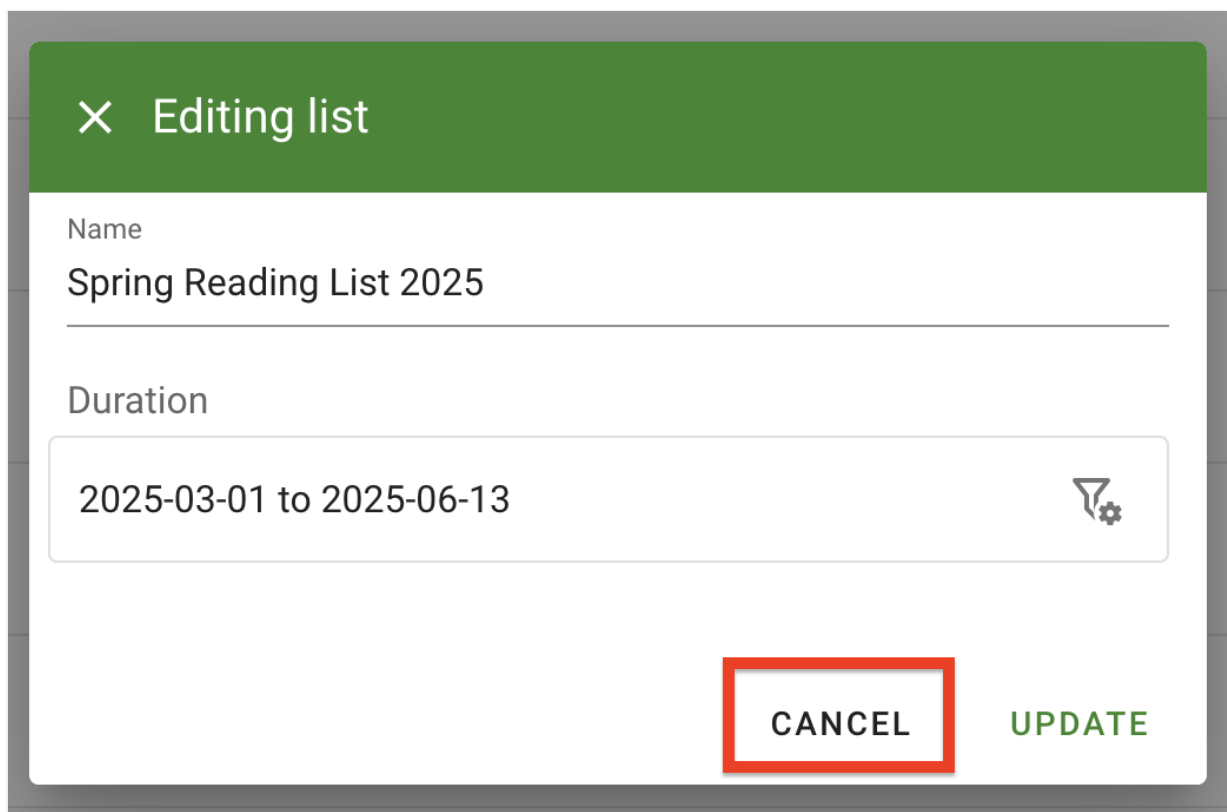
6. Click 'Update' on the bottom right of the Editing List dialogue box to apply the changes to the list.



The screenshot shows a dialog box titled "Editing list" with a green header bar. Below the header, there are two input fields. The first field is labeled "Name" and contains the text "Spring Reading List 2025". The second field is labeled "Duration" and contains the text "2025-03-01 to 2025-06-13". To the right of the duration field is a small icon of a funnel with a gear. At the bottom right of the dialog, there are two buttons: "CANCEL" and "UPDATE". The "UPDATE" button is highlighted with a red rectangular border.

Figure 22 : Click the Update button to apply changes to the list

Any changes made can be cancelled anytime by clicking 'Cancel'.



The screenshot shows the same "Editing list" dialog box as in Figure 22. The "Name" field contains "Spring Reading List 2025" and the "Duration" field contains "2025-03-01 to 2025-06-13". At the bottom right, the "CANCEL" button is highlighted with a red rectangular border, while the "UPDATE" button is no longer highlighted.

Figure 23 : The Cancel button to cancel any changes made to the list duration

[Accessibility Statement for
eReserve Plus](#)

[Privacy Policy & GDPR
Compliance](#)

[Security
Compliance](#)

©2025 eReserve Pty Ltd. All rights reserved.