

How do I invite colleagues to edit my list?

1. From your list homepage select **Invite List Publishers** from the **Edit** drop-down menu:

The screenshot shows the 'Reading List Help' page. At the top right, there are buttons for 'Beta config', 'Edit', 'View & Export', and '+ My Lists'. The 'Edit' dropdown menu is open, showing options: 'Edit list (classic)', 'Edit list details', 'Copy list', 'Archive list', 'Delete list', 'Request review', 'Review history', 'Invite list publishers' (highlighted with a red circle), and 'Hierarchy and student numbers'. Below the menu, there are sections for 'Table of Contents', 'View: All', 'Citation Style: None', and 'Training Guides'. The 'Training Guides' section includes 'Reading Lists Quickstart Guide' (Document - Required) and 'this is the biggest test' (Book).

2. Enter the email address(es) of the person(s) you want to invite to have access to your list:

Send invite List publisher in Talis Aspire

To:*

Invite multiple people at once by separating email addresses with commas, e.g. me@example.com, you@example.com

Message:

You have been invited to accept the role of List publisher in Talis Aspire for the list "Reading List Help" (<http://readinglists.latrobe.edu.au/lists/B4E65F75-93F1-A759-E75D-6BB0CE7BCB29>).

This will give you the following permissions:

- * Archive lists [Allows you to archive lists]
- * Attach list to node [Allows you to attach lists to a specific node or nodes of your institutional hierarchy]
- * Create lists [Allows you to create lists]
- * Delete Lists [Allows you to delete lists]
- * Edit lists [Allows you to edit lists]
- * Grant this role [Allows you to grant this role to other users]
- * Publish lists [Allows you to publish lists to make them publicly accessible]
- * Request Digitisation [Allows you to raise digitisation requests]

Send invites

3. Select the **Send invites** button on the bottom left of the screen.