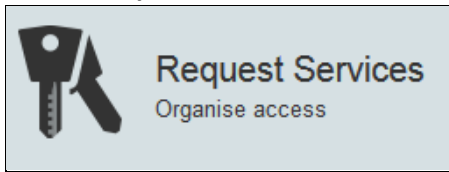


Place a request to retain software in the Information Commons (IC)

Logon to the Service Desk using your HORUS username and password.

Select **“Request Services”**.



Select **“IC Software (ANU Teaching Spaces)”**.



Select **“Retain software”** to start your request.

What would you like to do?

Retain software Upgrade software New software

Select the **“Purpose”** that relates to your needs.

Purpose

Course
 Workshop
 Training
 Library

Select the **“Term”** via the drop down menu on the right.

Term required

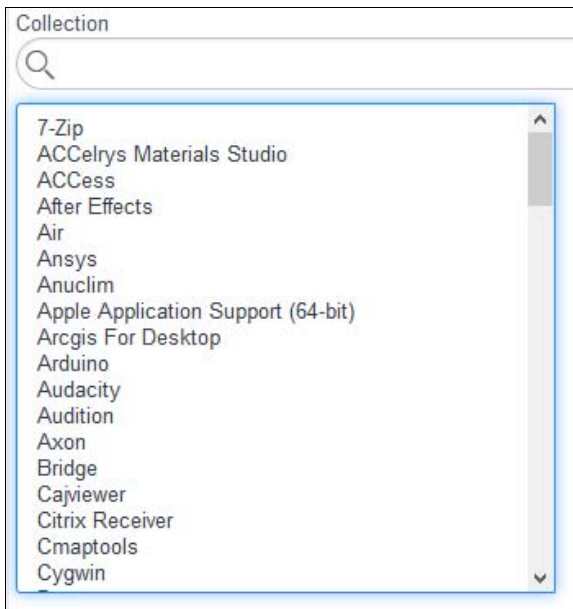
Semester 2, 2016 ▼

Enter your **“Course code”** if applicable.

Course code (if applicable)

TEST1234|

The retain software **“Collection”** provides applications available in both mac and win platforms.



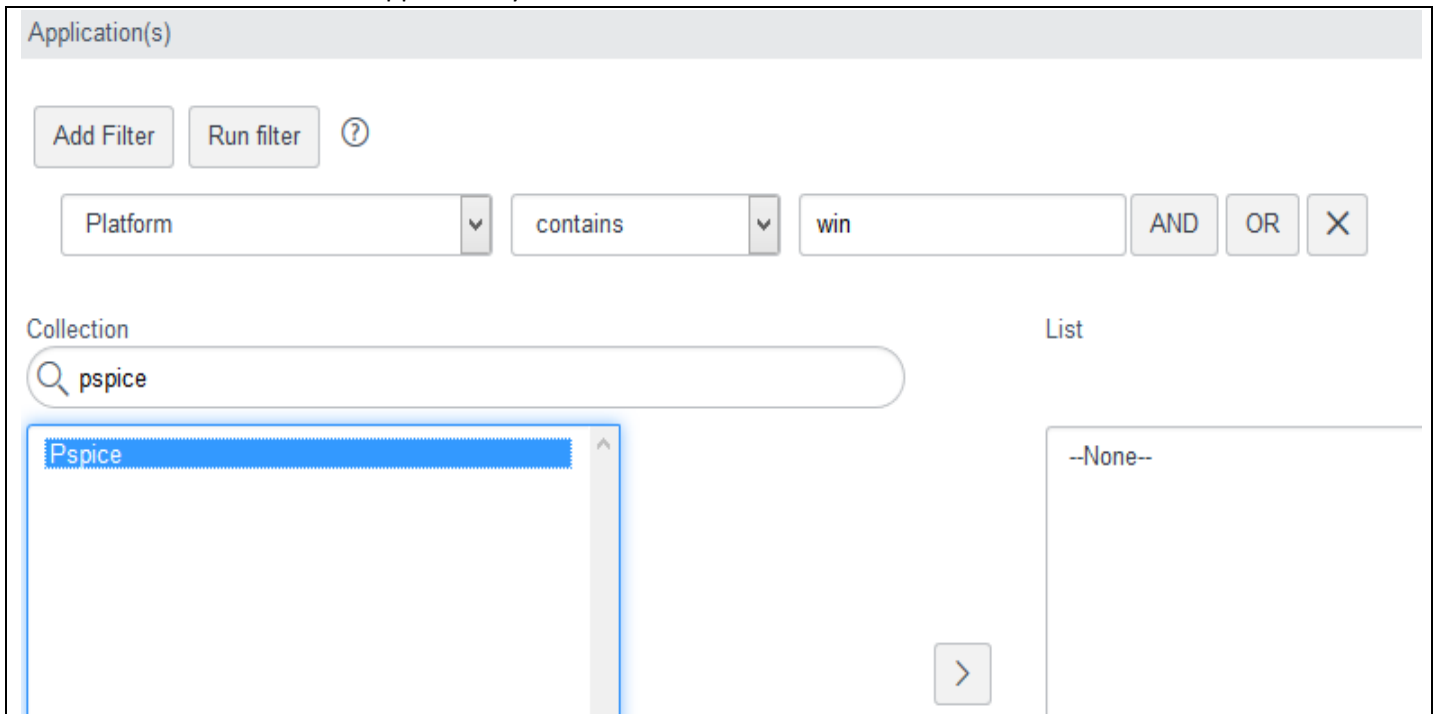
To filter by platform via the drop down menus, select **"Platform"** via the **"choose field"** tab, second tab select **"contains"** and then type **"mac"** or **"win"** into the last tab.



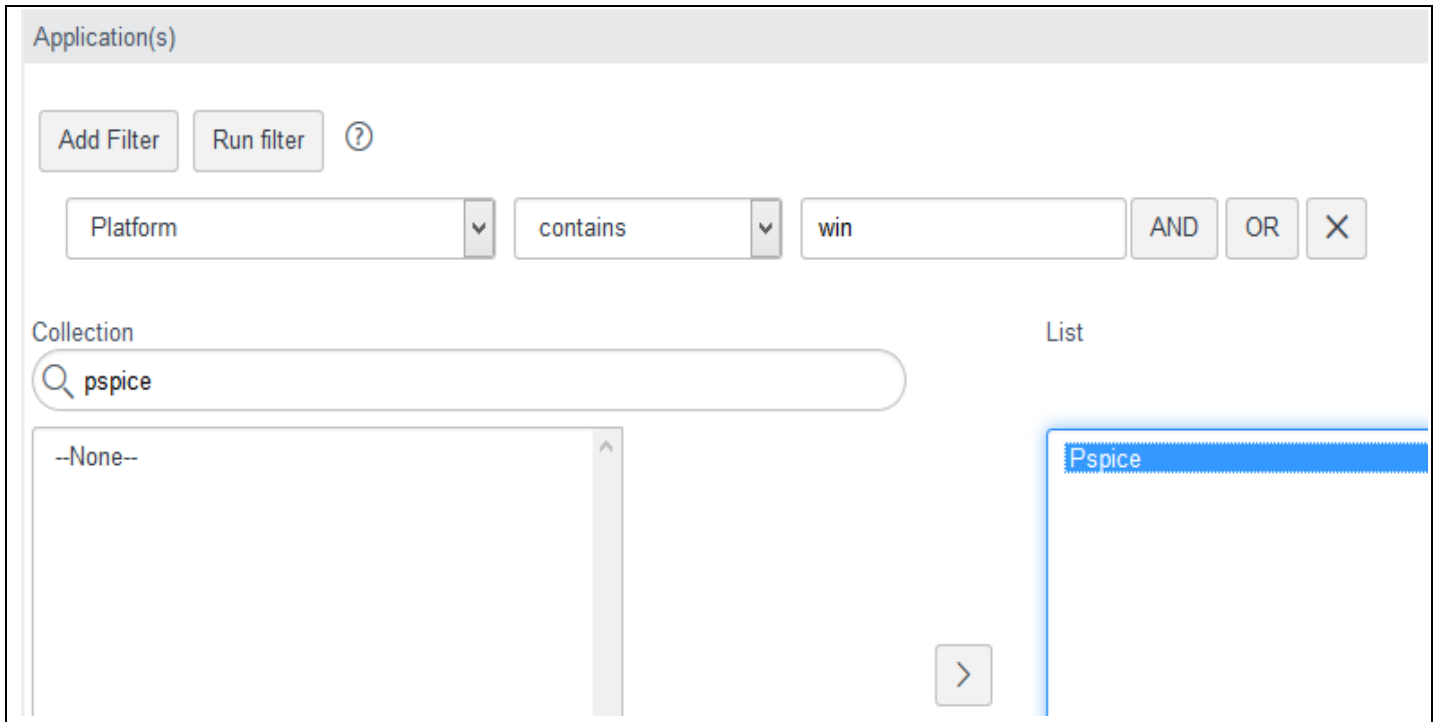
Then select **"Run filter"** to sort the applications by platform.

To clear the search, select **X** on the right and select **"Run filter"** to reset the list.

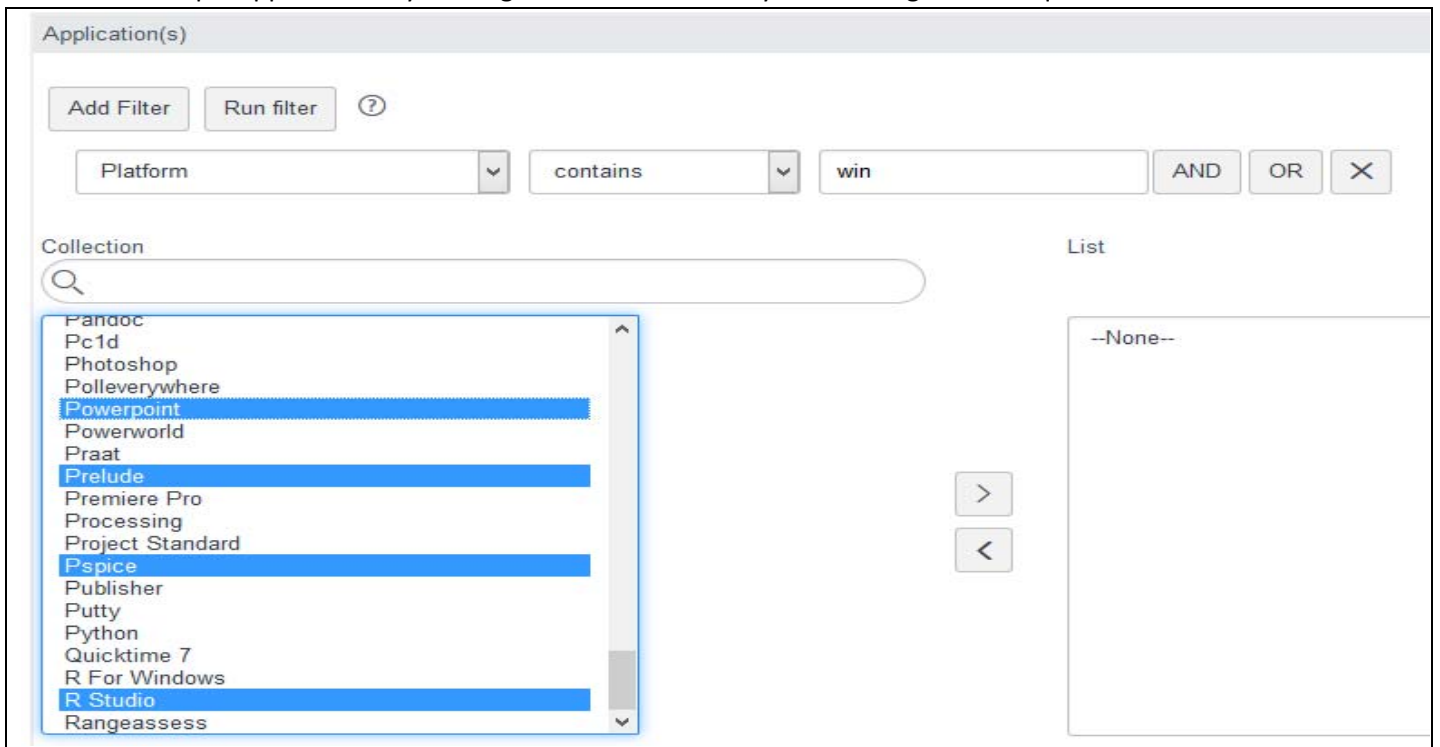
You can then enter the exact application you wish retained via the **"Collection tab"**.




Then move across via **double clicking** or **>** to the List.



Or select multiple applications by holding down the control key and clicking on the required software.



Then move across simultaneously via **double clicking** or  to the List.

Application(s)

Add Filter Run filter ?

Platform contains win AND OR X

Collection

Q

- Office Proofing
- Office Proofing Tools
- Office Visio
- Onenote
- Pandoc
- Pc1d
- Photoshop
- Polleverywhere
- Powerworld
- Praat
- Premiere Pro
- Processing
- Project Standard
- Publisher
- Putty
- Python
- Quicktime 7
- R For Windows
- Rangeassess

List

- Powerpoint
- Prelude
- Pspice
- R Studio

>

<

To remove/deselect software from the retain **“List”**, highlight and move back to the **“Collection”** via **double clicking** or **<**.

Then select **“Submit”** once you have finished and your vote for applications will be recorded.

Submit