

Glossary of Icons

A set of predefined system actions represented by images or icons on pages throughout the List Management system are defined in Table 1.











| Image/Icon | Name | Clicking this icon... |
|---|-------------------|--|
|  | Approve request | Approves a request; the request is completed and removed from the dashboard; the requestor is notified that the request has been approved. |
|  | Deny request | Denies a request; the user denying the request is prompted to enter a reason for doing so and the request is removed from the dashboard; the requestor is notified that the request has been denied. |
|  | Add membership | Creates a membership request which is sent to the list owner and editor(s); enables a user to request that they become a member of a list they are not the owner or editor of. |
|  | Remove membership | Creates a membership removal request which is sent to the list owner and editor(s); enables a user to request that they be removed as a member of a list they are not the owner or editor of. |
|  | Add member | Adds member(s) to a list - individuals and/or organisational groups. |
|  | Remove/cancel | Removes individual(s) or organisational groups from a membership list; Also used to cancel pending requests on the dashboard. |
|  | Edit list | Opens the List properties page for editing; icon is visible according to the user's role in the system. |
|  | Copy list | Copies list membership; opens the Clone list page to create a new list based on copied information. |
|  | Export list | Exports list membership to a CSV (Comma Separated Values) file e.g. Microsoft Excel file; Only member names and sNumbers are exported. |
|  | Information | Displays relevant information for the current page. |

Table 1: Glossary of icons

Related modules

- Introduction to List Management
- Navigation and the Dashboard
- Specialised & Organisational Lists
- Target Systems
- Creating a List

Additional learning tools / sources of information

- See <https://intranet.secure.griffith.edu.au/computing/list-management/training> for links to self help print material.