

How to...

Populate a List with Groups (LMS)

Introduction

As a list editor or owner, you can populate lists in the List Management System either with individuals or groups. This guide will show you how to populate with organisational groups. These are updated nightly according to current People & Wellbeing data. Membership lists populated using this method are automatically updated concurrently.

Step 1: Add an organisational group to a list

- 1 Login to the LMS and at the main dashboard, select the **pencil and paper icon** next to the list you wish to add to.

Griffith UNIVERSITY myGriffith | Staff portal | Contact us search website

Staff Portal > List management

List management Logged in: [redacted] | Logout

List management

- > New list
- > Search
- > Service Accounts
- > Contact us

Dashboard

Welcome to the List Management system. Please watch this space for Outage Information and Target System updates.

Action items

List name	Requestor	Request	List threshold
No action items.			

Pending requests

List name	Request
No pending requests.	

My lists

List name	Status	Access type
LML - How To Test	Active	Owner
LML - Active Griffith Staff	Active	Member
LML - CiscoPhones	Active	Member
LML - Griffith Staff	Active	Member
LML - Managed Print Service - Current Staff and Visitors	Active	Member
LML - Poolcar Access	Active	Member
UCS - Corporate Services (All)	Active	Member
UCS - Corporate Services (NA)	Active	Member
UCS - Corporate Services Experience	Active	Member
UCS - Corporate Services Experience (NA)	Active	Member
UCS - Vice President (Corporate Services)	Active	Member
UCS - Vice President (Corporate Services) (NA)	Active	Member

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- 2 Select **Groups**.

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LML - How To Test

You have 0 users and can add 10000 more for a total of 10000 users. Request a threshold upgrade

Creator: [redacted]
Created: 2020-10-28

Basic details

Description (required)
Test for How To guides

Owner: [redacted]

Editor: [redacted] (enter s-number only)

Expiration date: 31 December 2020

☐ Delete this list

☐ Add service account

Select Account: [redacted]

Manage list members

Individuals Groups File upload

Target systems

Add and view target systems

Save list and view

- 3 Type the **name** in the search field, then select **Search**.

Manage organisational groups of list
LML - How To Test

Logged in: [redacted] | Logout

You have 0 users and can add 10000 more for a total of 10000 users.
[Request a threshold upgrade](#)

[View list members](#) [Return to main edit view](#)

Search for group to add

by name

Search

Currently there are no organisational groups assigned to this list.

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- 4 Select the **green cross** beside the group you wish to add. An **Add member result** message banner will appear confirming if the addition was successful or not.

- 5 Repeat the search process to add another group if required, OR:
- select **View list member** to view a list of members, OR
 - select **Return to main edit view** to return to the List Properties page.

Manage organisational groups of list
LML - How To Test

Logged in: [redacted] | Logout

You have 0 users and can add 10000 more for a total of 10000 users.
[Request a threshold upgrade](#)

[View list members](#) [Return to main edit view](#)

Search results for "corporate services experience"

s-number	Name	
UCS - Corporate Services Experience	All Staff for Corporate Services Experience	
UCS - Corporate Services Experience (GC)	All Staff for Corporate Services Experience (GC)	
UCS - Corporate Services Experience (LG)	All Staff for Corporate Services Experience (LG)	
UCS - Corporate Services Experience (MG)	All Staff for Corporate Services Experience (MG)	
UCS - Corporate Services Experience (MR)	All Staff for Corporate Services Experience (MR)	
UCS - Corporate Services Experience (NA)	All Staff for Corporate Services Experience (NA)	
UCS - Corporate Services Experience (OL)	All Staff for Corporate Services Experience (OL)	
UCS - Corporate Services Experience (OS)	All Staff for Corporate Services Experience (OS)	
UCS - Corporate Services Experience (OT)	All Staff for Corporate Services Experience (OT)	
UCS - Corporate Services Experience (SB)	All Staff for Corporate Services Experience (SB)	

Step 2: Remove a group from a list

- 1 Repeat steps 1.1 and 1.2.

- 2 Select the tickbox next to the name of the **group** you wish to remove, or **Select all** if you wish to remove all of them from the list > select **Remove selected groups**.

- 3 A **Remove groups result** message banner will display at the top of the page confirming if the group(s) were successfully removed or not.

- 4 Select **Return to main edit view** to return to the List properties page OR select **View list members** to view the updated list of members.

Manage organisational groups of list
LML - How To Test

Logged in: [redacted] | Logout

You have 28 users and can add 9972 more for a total of 10000 users.
[Request a threshold upgrade](#)

[View list members](#) [Return to main edit view](#)

Search for group to add

by name

Search

Organisational groups of this list

Name	Select all
UCS - Corporate Services Experience	<input type="checkbox"/>

Remove selected groups