

# How to...

## Add and Increase Target System Thresholds

## Introduction

The List Management System (LMS) is used to create and manage lists which can then be sent to other applications for further use. These applications are known as 'Target Systems' and those currently available are listed in the table below.

### Points to note about target systems and thresholds:

A target system has:

- a minimum threshold (number of members) required to create a list used in that system
- a maximum threshold (number of members) allowed in a list used by that system

There are two types of target system

- Communication - e.g. email
- Access control – for particular system(s) or locations e.g. access to a network drive or directory.

Initial configuration may be required for a target system i.e. to facilitate communication between the LMS and the target system. A list can be assigned to more than one target system – the smallest maximum of all target systems is selected and applied to the list in this case.

Target System	Min. Threshold	Max. Threshold	Description	Type	Configuration required
Sign-on tree (staff email)	2	500	Used to create ad-hoc groups for Authentication/Authorization purposes	Access control	No
Sign-on tree	2	100,000	Used for authentication (mainly used by IT administrators)	Access control	Yes (administrators may be required to configure the target system for list use)
Staff Office 365 (email)	2	500	Used for mass email communication with staff	Communication	No
Staff Azure	2	3000	Used for allocation of Staff Resources (AzureAD)	Access Control	No
Student Azure	2	12,500	Used for allocation of Student Resources (AzureAD)	Access Control	No
Active Directory (staff)	2	3000	Used to create groups in the staff AD domain for file and printer services.	Access Control	Yes (initial file and printer permissions need to be configured)
Active Directory (students)	2	3000	Used to create groups in the student AD domain for file and printer services.	Access control	Yes (initial file and printer permissions need to be configured)

List thresholds are enforced for security reasons and as a result of IT limitations. The list threshold is determined by the target system(s) assigned to the list (see the table above) and differ for each target system. If more than one target system is assigned to a list, the lowest maximum threshold of the assigned target systems is applied to the list.

If a list has more than one target system, the maximum threshold that is applied is the lowest of all target system thresholds. For example, if a list has two target systems: Active directory staff (maximum threshold 3000) and Lotus Notes email (maximum threshold 500), then the maximum threshold applied to the list is 500 as it is the lowest of the two maximum thresholds.

## Step 1: Assign a Target System to a list

One or more target systems can be assigned to a list in the LMS. Target systems can also be removed from a list.

- 1 At the main dashboard, select the **pencil and paper icon** for the list you wish to work with.

List management

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	

Back to top

- 2 Select **Add and view target systems**.

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Logged in: [redacted] Logout

You have 0 users and can add 100 more for a total of 100 users. Request a threshold upgrade

Creator

Created

2020-10-28

Basic details

Description (required)

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Owner ( [redacted] )

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

Expiration date

31 December 2020

☐ Delete this list

Manage list members

Individuals Attributes Groups File upload

Target systems

Add and view target systems

Save list and view

- 3 Select your desired **target system** from the drop-down box > select **Add target system**.



Add target system to list LML - How To Test

Logged in: [redacted] Logout

You have 0 users and can add 100 more for a total of 100 users. Request a threshold upgrade

View list members Return to main edit view

List of related target systems

Target system	Member threshold	List propagation	
SIGNONTREE-SIGNONTREE	0/10000	0 mins	
ACTIVEDIRECTORY-STAFF	0/100	30 mins	

Add target system

Select target system (required)

- ACTIVEDIRECTORY-STAFF
- ACTIVEDIRECTORY-STUDENT
- SIGNONTREE-SIGNONTREE
- SIGNONTREE-staffGoogleApps
- GMAIL-STUDENT GMAIL
- Staff Azure-STAFF-AZURE
- Staff Office 365 (Email)-STAFF-OFFICE365
- Student Azure-STUDENT-AZURE

Add target system

Back to top

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- 4 A confirmation message will appear if the target system has been added successfully.

- 5 If you wish to remove a target system, select the **Red cross** next to the relevant target system.

Add target system to list LML - How To Test

Logged in: [redacted] Logout

**Add target system to list result**

The target system was added.

You have 0 users and can add 100 more for a total of 100 users. [Request a threshold upgrade](#)

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

List of related target systems

Target system	Member threshold	List propagation
SIGNONTREE-SIGNONTREE	0/10000	0 mins
ACTIVEDIRECTORY-STAFF	0/100	30 mins

**Add target system**

Select target system (required)

...

[Add target system](#)

## Step 2: Manually request a threshold increase

You may need to increase system maximum threshold, such as when:

- manually requesting a threshold increase before the limit is reached
- a new target system with a threshold lower than the number of members already assigned to the list is added
- adding new members to a list will exceed the threshold (the action will fail in the LMS)

When a threshold increase request is submitted, approval is required from administrator(s) of the relevant target system before additional members can be added to the list.

- 1 Select the list you wish to work with > select **Edit List**.

Flat member list for LML - How To Test

Logged in: [redacted] Logout

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

**Owner**

[redacted]

**Description**

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**Target system**

SIGNONTREE-SIGNONTREE

Currently there are no members

[Export](#) [Import](#) [Edit list](#)

[Back to top](#)

- 2 Select **Request a threshold upgrade**.

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](#)

**Creator**

[redacted]

**Created**

2020-10-28

**Basic details**

**Description (required)**

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[redacted]

enter s-number only)

**Expiration date**

31 December 2020

☐ Delete this list

- 3 Provide the details of your request and select **Send request**. Your request can be viewed in the **Pending Requests** section of the dashboard.

Request threshold upgrade

Logged in: [redacted] Logout

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

**Request form**

**List name**

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**Current members**

0

**Current threshold**

10000

Please provide a reason why you want to upgrade the threshold for this list (required)

[redacted]

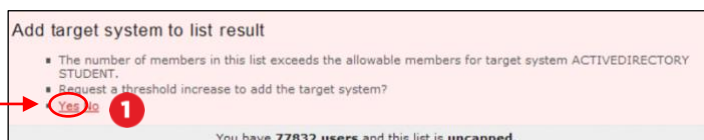
[Send request](#)

## Step 3: Increase threshold when adding a target system

If a new target system is assigned to a list, but its threshold is lower than the number of members assigned to that list, a threshold increase is required. A message banner appearing at the top of the page will notify you of this requirement.

To get to **step 3.1** you will have already followed **step 1** to add a target system to your list.

- 1 When this notification banner appears, select **Yes** to request a threshold increase.



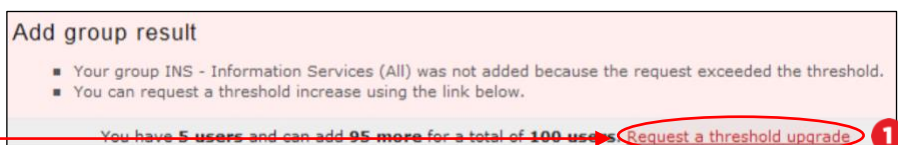
- 2 Repeat **steps 2.2 and 2.3**.

## Step 4: Increase threshold when adding list members

If the number of members being added to a list exceeds the list threshold, a threshold increase is required. A message banner appearing at the top of the page will notify you of this requirement. This can occur if a large number of members are being added e.g. as an organisational group.

To get to **step 4.1** you will have already followed steps to add members to your list.

- 1 When this notification banner appears, select **Request a threshold increase**.



- 2 Repeat **steps 2.2 and 2.3**.