

# How to...

## Populate a List with Individuals (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 individuals. Please note a person must have a current Griffith affiliation to be able to add them to a membership list.

## Step 1: Add an individual 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.

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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 **Individuals**.

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List management

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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**

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

**Manage list members**

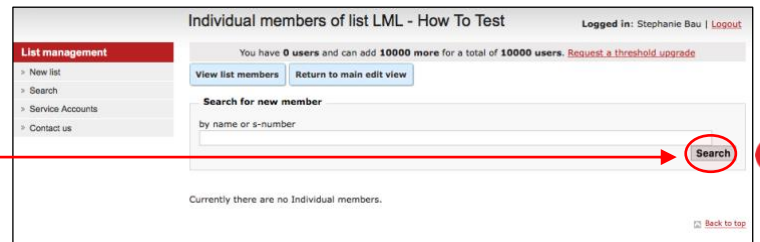
Individuals Attributes Groups File upload

**Target systems**

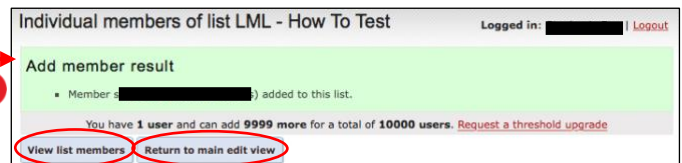
Add and view target systems

Save list and view

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



- 4 Select the **green cross** beside the required person's name. An **Add member result** message banner will appear confirming if the addition was successful or not.

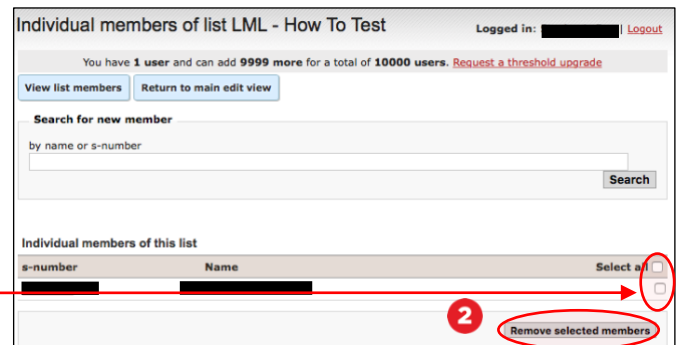


- 5 Repeat the search process to add another member, if required, OR:
- select **View list member** to view a list of members, OR
  - select **Return to main edit view** to return to the List Properties page.

## Step 2: Remove an individual from a list

- 1 Repeat steps 1.1 and 1.2.

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



- 3 A **Remove members result** message banner will display at the top of the page confirming if the individual(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.

