





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

M Griffithunr			eff portal Conta		n website	e o
Chaff Daniel a 11st second and						
Staff Portal > List management						
	List management		Logg	ed in: :		Logou
List management	Dashboard					
> New list	Welcome to the List Management system. Please watch this	pace for Outage	Information and	Target System	m update	es.
	Action items					
		Request	List the	reshold		
- Contact Co	No action items.					
	Pending requests					
	List name	Request				
	No pending requests.					
	My lists					
	List name	Status	Access type	\sim	_	
	LML - How To Test	Active	Owner	▶(🖻)	1	4
	LML - Active Griffith Staff	Active	Member	×		-
	LML - CiscoPhones	Active	Member	2		2
	LML - Griffith Staff	Active	Member	A.	L.	
	LML - Managed Print Service - Current Staff and Visitors	Active	Member	A	<u></u>	
	LML - Poolcar Access	Active	Member	A.	.	
	UCS - Corporate Services (All)	Active	Member			
	UCS - Corporate Services (NA)	Active	Member		<u></u>	
	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		D	ć
						Back to t
	LML - How To Test		Logg	ed in:		Logou
List management	You have 0 users and can add 10000 more for	a total of 10000	users. Request	a threshold up	ograde	
	Creator					
 Search Service Accounts 						
> Contact us						
	Basic details					
	Description (required)					
	Test for How To guides					
						4
	Owner					
	Editor (
	circles internet only)					
	Expiration date					
	Select Account					
	Manage list members					
	Individuals Attributes Groups File upload					
0	Target systems					
0	Target systems Add and view target systems					
	New list Search Contact us Contact us List management New list New list Service Accounts	New list Search Search Search Contact us Welcome to the List Management system. Please watch this is Action items Requestor No action items Pending requests List name No pending requests List name List name No pending requests List name List name List name List name List name No pending requests List name No pending r	New list Welcome to the List Management system. Please watch this space for Outage Action items Contact us Welcome to the List Management system. Please watch this space for Outage Action items Pending requests List name Request No pending requests. List name Request No pending requests. My lists ListControls of the Active ListControls of the Active ListControls Services List and Visitors Active USS - Consonate Services Development Active USS - Vice President (Consonate Services) (NA) Active Service Accounts Service Accounts Service Accounts Service Accounts Service Accounts Service Accounts Service Account Service Account Service Account Se	New lat Welcome to the List Management system. Prease watch this space for Outage Information and Action lisms List name Requestor Request List name Requestor Request List name Requestor Request List name Request No pending requests List - Compate Services Inthe Vistors Active Rember UCS - Compate Services Inthe Vistors Active Rember UCS - Compate Services Inthe Vistors Active Rember UCS - Vice Pesident (Comparet Services) INA Active Rember UCS - Vice Pesident (Comparet Services) INA Active Rember UCS - Vice Pesident (Comparet Services) INA Active Rember UCS - Vice Pesident (Comparet Services) INA Active Rember UCS - Vice Pesident (Comparet Services) INA Active Rember Service Jobacount Red List name Request Nor Intro Red List Intro R	Iven let Vectore to the List Management system. Pease watch this space for Outage Information and Target System Action Items Action Items Request Rem	Vectore to the List Management system. Rease watch this space for Outage Information and Target System update Action Rems Control is Vectore to the List Management system. Rease watch this space for Outage Information and Target System update Action Rems Request Control is Vectore Is Request Ref Request Request

			Individual members of list LML - How To Test Logged in: Stephan	nie Bau <u>Logout</u>
		List management	You have 0 users and can add 10000 more for a total of 10000 users. Request a threshold up	grade
		> New list	View list members Return to main edit view	
		 Search Service Accounts 	Search for new member	
3	Type the name or sNumber in the search field, then select Search .	Contact us	by name or s-number	
				Search 3
			Currently there are no Individual members.	Back to top
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.	Add member result	t	
		You have 1 user	r and can add 9999 more for a total of 10000 users. <u>Request a threshold upgrade</u> rn to main edit view	
		T G	Ť	
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

0	Repeat steps 1.1 and 1.2.	Individual members of list LML - How To Test
		You have 1 user and can add 9999 more for a total of 10000 users. <u>Request a threshold upgrade</u> View list members Return to main edit view
		Search for new member
		by name or s-number
		Search
		Individual members of this list
•		s-number Name Select af
2	Select the tickbox next to the name of the individual you wish to remove, or Select all if you	2 Remove selected members
	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 members of list LML - How To Test Logged in: Stephanie Bau Logout
	individual(s) were successfully removed or not.	Remove members result
		Member s2722443 removed from this list.
		You have 0 users and can add 10000 more for a total of 10000 users. Request a threshold upgrade
4	Select Return to main edit view to return to the List	View list members Return to main edit view

4

Search for new member

by name or s-number

For more information contact: **Digital Solutions | Corporate Services** Ph (07) 3735 5555 (Brisbane) | (07) 5552 5555 (Gold Coast) Email <u>ithelp@griffith.edu.au</u> griffith.edu.au/digital-solutions

properties page OR select View list members to

view the updated list of members.



Search