

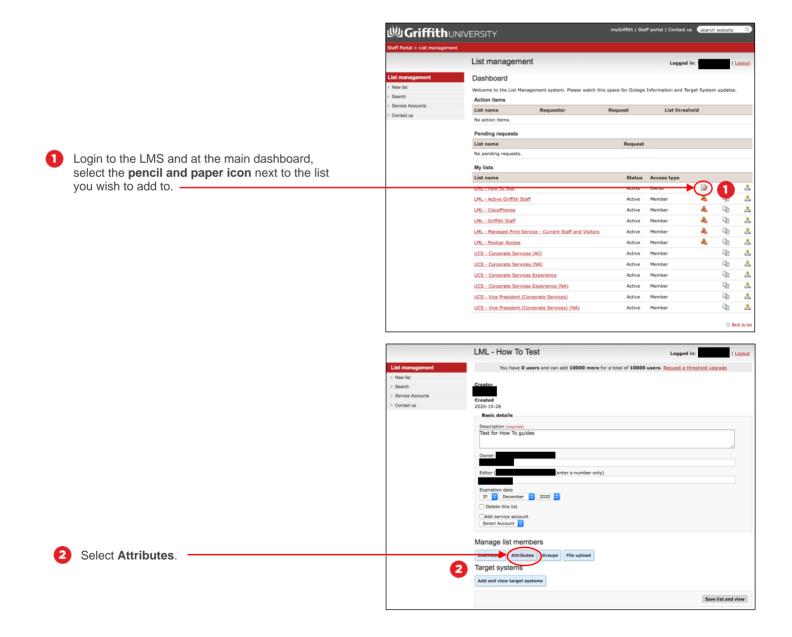
How to...

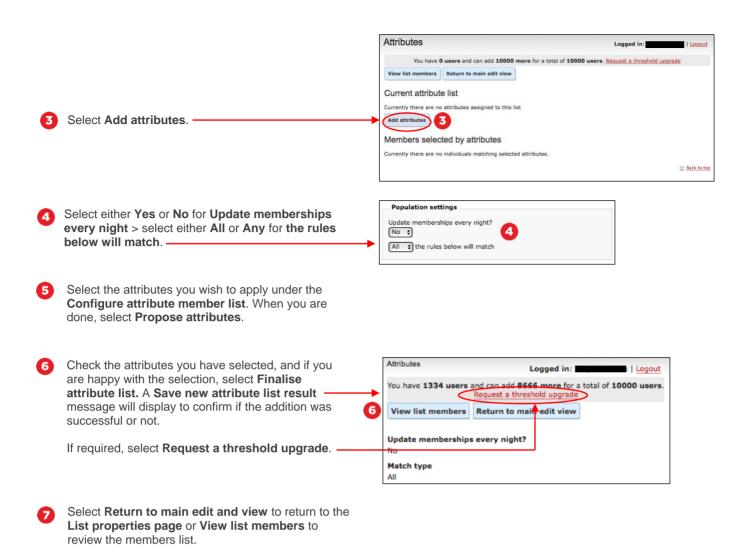
Populate a List by Attributes (LMS)

Introduction

As a list editor or owner, you can populate lists in the List Management System either with individuals, groups or by attributes. This guide will show you how to populate by attributes. Please note a person must have a current Griffith affiliation to be able to add them to a membership list.

Step 1: Add individuals to a list according to attributes





Step 2: Change existing attributes to populate a list

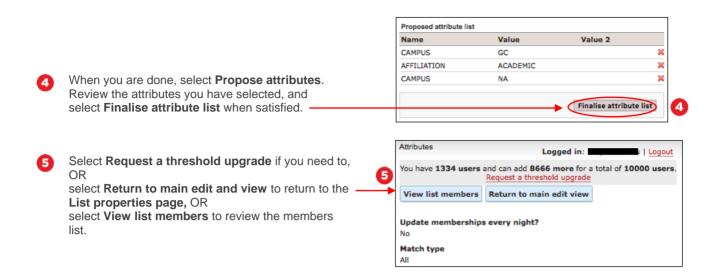
Please note when existing attributes are changed, all existing members (populated according to attributes) will be deleted from the list. The list will be re-populated according to the new attributes.



You can remove attributes under Current attribute list by select the red cross next to each relevant item.

To add new attributes, select from the options under **Configure attribute member list**.





Step 3: Delete all attributes and associated members



Select Return to main edit view to return to the List properties page, OR > View list members to review the member list.