

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

- 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 **Attributes**.

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List management

Logged in: [redacted] | Logout

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 Select **Add attributes**.

The screenshot shows the 'Attributes' page with a header 'Logged in: [redacted] | Logout'. Below the header, it states 'You have 0 users and can add 10000 more for a total of 10000 users. Request a threshold upgrade'. There are two buttons: 'View list members' and 'Return to main edit view'. The main content area is titled 'Current attribute list' and says 'Currently there are no attributes assigned to this list'. Below this is a red circle with the number '3' and the text 'Add attributes'. At the bottom, it says 'Members selected by attributes' and 'Currently there are no individuals matching selected attributes.' with a 'Back to top' link.

- 4 Select either **Yes** or **No** for **Update memberships every night** > select either **All** or **Any** for the rules below will match.

The screenshot shows the 'Population settings' section. It has two dropdown menus: 'Update memberships every night?' set to 'No' and 'Match type' set to 'All'. A red circle with the number '4' is next to the 'Update memberships every night?' dropdown.

- 5 Select the attributes you wish to apply under the **Configure attribute member list**. When you are done, select **Propose attributes**.

- 6 Check the attributes you have selected, and if you are happy with the selection, select **Finalise attribute list**. A **Save new attribute list result** message will display to confirm if the addition was successful or not.

The screenshot shows the 'Attributes' page with a header 'Logged in: [redacted] | Logout'. Below the header, it states 'You have 1334 users and can add 8666 more for a total of 10000 users. Request a threshold upgrade'. There are two buttons: 'View list members' and 'Return to main edit view'. Below this is the 'Update memberships every night?' dropdown set to 'No' and the 'Match type' dropdown set to 'All'. A red circle with the number '6' is next to the 'Return to main edit view' button.

If required, select **Request a threshold upgrade**.

- 7 Select **Return to main edit and view** to return to the **List properties page** or **View list members** to review the members list.

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.

- 1 Repeat steps 1.1 and 1.2.

- 2 Select **Rework attributes**.

The screenshot shows the 'Attributes' page with a header 'Logged in: [redacted] | Logout'. Below the header, it states 'You have 2452 users and can add 7548 more for a total of 10000 users. Request a threshold upgrade'. There are two buttons: 'View list members' and 'Return to main edit view'. Below this is the 'Update memberships every night?' dropdown set to 'No' and the 'Match type' dropdown set to 'All'. Below these is the 'Current attribute list' table with columns 'Name', 'Value', and 'Value 2'. The table has two rows: 'AFFILIATION' with value 'ACADEMIC' and 'CAMPUS' with value 'NA'. At the bottom, there are two buttons: 'Rework attributes' (circled in red) and 'Clear attributes'.

- 3 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**.

- 4 When you are done, select **Propose attributes**. Review the attributes you have selected, and select **Finalise attribute list** when satisfied.

Proposed attribute list		
Name	Value	Value 2
CAMPUS	GC	✖
AFFILIATION	ACADEMIC	✖
CAMPUS	NA	✖

[Finalise attribute list](#)

- 5 Select **Request a threshold upgrade** if you need to, OR select **Return to main edit and view** to return to the **List properties page**, OR select **View list members** to review the members list.

Attributes Logged in: [redacted] | [Logout](#)

You have **1334 users** and can add **8666 more** for a total of **10000 users**.
[Request a threshold upgrade](#)

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

Update memberships every night?
No

Match type
All

Step 3: Delete all attributes and associated members

- 1 Repeat **steps 1.1 and 1.2**.

Attributes Logged in: [redacted] | [Logout](#)

You have **2452 users** and can add **7548 more** for a total of **10000 users**.
[Request a threshold upgrade](#)

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

Update memberships every night?
No

Match type
All

Current attribute list

Name	Value	Value 2
AFFILIATION	ACADEMIC	
CAMPUS	NA	

[Rework attributes](#) [Clear attributes](#)

- 2 Select **Clear attributes**.

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