





# Introduction

This guide will show you how to edit a list in the List Management System (LMS), including how to:

- remove members from a membership list
- add and remove target systems
- change the list expiration date.

# Step 1: Remove an individual from a list

It may be necessary to remove members from a list. The method for removing a list member is dependent upon the method of population i.e. whether the member was added as an individual, as part of an organisational group or according to particular attributes. Only the list owner and/or editor(s) can remove list members.

On the Dashboard window, select the **pencil** and paper icon to the right of the list name. -

List management	Dashboard									
» New ist										
> Search				s you are a member of as w Click on the red 'List Manage		ons you a	re			
Contact us	Action items									
	List name Requestor			Request	List threshold					
	LML - DD List 2	Steven		Remove membership	2574/co	4	6 P			
	Pending requests	1								
	List name		Rec	quest						
	LML - Example		Inc	rease threshold			×			
	My lists									
	List name		Status	Access type	~					
	UNC - 00 UN 2		ACTIVE	OWNER		D	Å			
	LML - DD List 4		ACTIVE	OWNER		ilb.	2			

- 2 On the List Properties page, select Individuals.
- 3 Select the tickbox beside the required individual, or select the tickbox beside Select All to remove all individuals.
- Select Remove selected members. A remove members result message banner will display at the top of the page to confirm if the individual(s) were successfully removed or not.
- Select **Return to main edit view** > select **View list members** to view remaining members.

## Step 2: Remove an organisational group from a list

- On the Dashboard window, select the **pencil** and paper icon to the right of the list name.
  - On the List Properties page, select Groups.
- 3 Select the tick-box beside the required group, or select the tick-box beside Select All to remove all groups.
- Select Remove selected groups. A remove groups result message banner will display at the top of the page to confirm if the group(s) were successfully removed or not.
- 6

Select Return to main edit view > select View list members to view remaining members.

List management	Dashboard	Dashboard								
> New ist										
> Search	This page provides required to take. To	come back to this	r lists and lists page please Cli	you are a member of as w ck on the red 'List Manage	ell as any request or action ment' link.	ins you are	ł			
Contact us	Action items									
	List name	Requestor		Request	List threshold					
	LML - DD List 2	Steven		Remove membership	2574/co	4	4			
	Pending requests									
	List name		Requ	iest						
	LML - Example		Incre	ase threshold			×			
	My lists									
	List name		Status	Access type	~					
	LML - DD List 2		ACTIVE	OWNER		Q <sub>1</sub>	å			
	LML - DD List 4		ACTIVE	OWNER		Da	Ż			

#### Step 3: Remove members according to attributes

- On the Dashboard window, select the **pencil** and paper icon to the right of the list name. -
- On the List Properties page, select Attributes.
- 3 Select Clear attributes > Return to main edit view (to return to the List Properties page) OR > View list members to view a list of remaining members.

List management	Dashboard						
» New ist							
> Search				you are a member of as w ick on the red 'List Manage		ons you are	5
Contact us	Action items						
	List name Requestor		i i i i i i i i i i i i i i i i i i i	Request	List threshold		
	LML - DD List 2	Steven		Remove membership	2574/co	4	4
	Pending requests						
	List name						
	LML - Example			ase threshold			8
	My lists						
	List name		Status	Access type	$\sim$		
	LML - DD List 2		ACTIVE	OWNER		Q1	đ
	LML - DD List 4		ACTIVE	OWNER		Dh	å



# Step 4: Edit a target system

- On the Dashboard window, select the **pencil and paper icon** to the right of the list name.
- On the List properties page, select Add and view target systems. This will open the Add target system to list page.
- 3 Select the X beside the required target system in the List of related target systems. A Remove target system message banner is displayed at the top of the page to confirm the removal.
- Select Return to main edit view to return to the List properties page OR select View list members to view a list of members.

List management	Dashboard								
> New ist									
> Search	This page provides an overview of your lists and lists you are a member of as well as any request or actions you are required to take. To come back to this page please Click on the red 'List Management' link.								
Contact us	Action items								
	List name	Requestor		Request	List threshold				
	LML - DD List 2	Steven		Remove membership	2574/co	4	4		
	Pending requests								
	List name Request								
	LML - Example		Incre	sase threshold			\$		
	My lists								
	List name		Status	Access type					
	LML - DD List 2		ACTIVE	OWNER		Q3			
	LML - DD List 4		ACTIVE	OWNER	B	Ch	d		

## Step 5: Edit the list expiration date

It is recommended that the list expiration date be reviewed whenever changes are made to a list.

- On the Dashboard window, select the pencil and paper icon to the right of the list name.
- 2 The List properties page will open. Select the required date/month/year in the Expiration date field.
- 3 Select **Save list and view** to save your changes.

List management	Dashboard							
<ul> <li>New list</li> <li>Search</li> </ul>				ou are a member of as we k on the red 'List Manager		ons you are		
Contact us	Action items							
	List name Requestor		R	equest	List threshold			
	LML - DD List 2	Steven	R	emove membership	2574/co	4	4	
	Pending requests							
	List name		Requ	Request				
	LML - Example		Increa	ase threshold			8	
	My lists							
	List name		Status	Access type				
	LML - DD List 2		ACTIVE	OWNER		Q <sub>b</sub>	đ	
	LML - DD List 4		ACTIVE	OWNER		Da	ð	

