

# How to...

*Edit a List in the LMS*

## Introduction

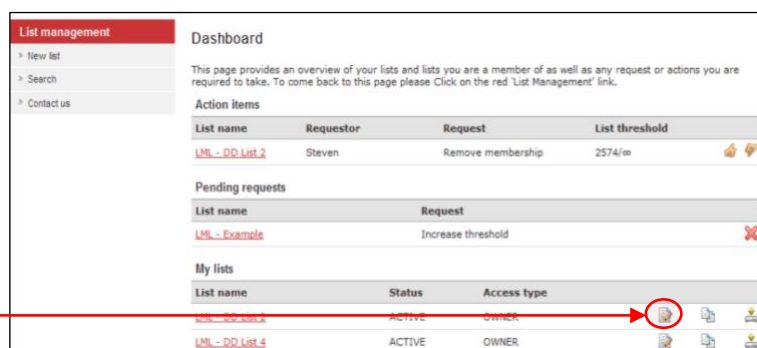
This guide will show you how to edit a list in the List Management System (LMS), including how to:

- 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.

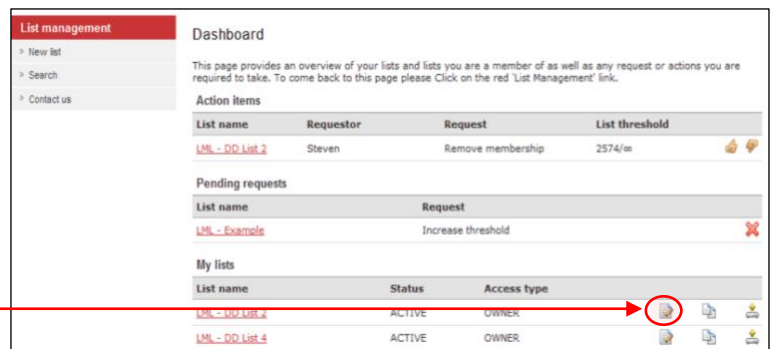
- 1 On the Dashboard window, select the **pencil and paper icon** to the right of the list name.



- 2 On the **List Properties** page, select **Individuals**.
- 3 Select the **checkbox** beside the required individual, or select the checkbox beside **Select All** to remove all individuals.
- 4 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.
- 5 Select **Return to main edit view** > select **View list members** to view remaining members.

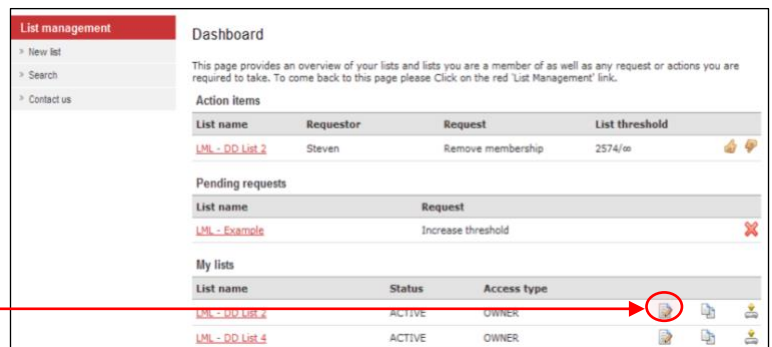
## Step 2: Remove an organisational group from a list

- 1 On the Dashboard window, select the **pencil and paper icon** to the right of the list name.
- 2 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.
- 4 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.
- 5 Select **Return to main edit view** > select **View list members** to view remaining members.



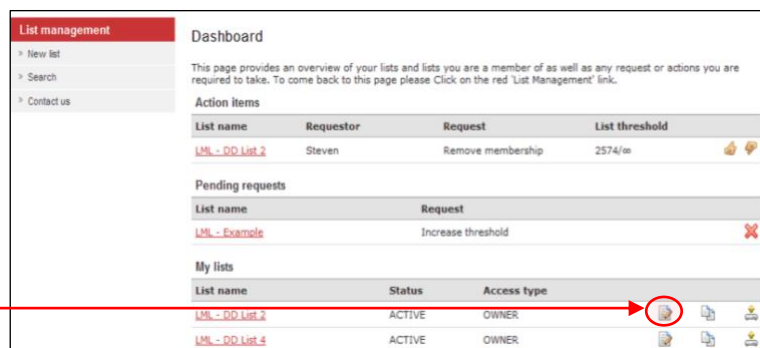
## Step 3: Remove members according to attributes

- 1 On the Dashboard window, select the **pencil and paper icon** to the right of the list name.
- 2 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.



## Step 4: Edit a target system

- 1 On the Dashboard window, select the **pencil and paper icon** to the right of the list name.
- 2 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.
- 4 Select **Return to main edit view** to return to the **List properties** page OR select **View list members** to view a list of members.



## Step 5: Edit the list expiration date

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

- 1 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.

