





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. -

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

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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.

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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.

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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.

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