

How to...

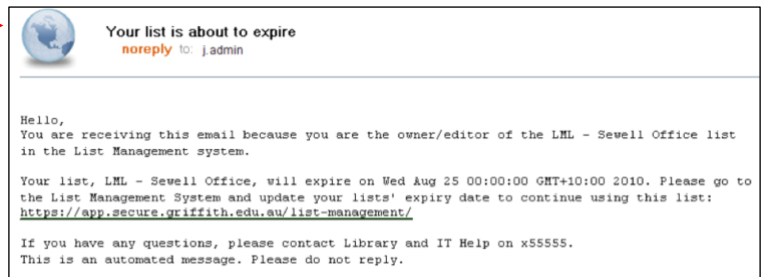
Manage Expiration Dates in the LMS

Introduction

Each list in the List Management system has an expiration date. To ensure that lists are adequately maintained (i.e. membership is kept up to date), an expiration date of maximum one year from the creation date is allowed. Expiration date is not a mandatory field when creating a list, so if no expiration date is stipulated, a default value of one month from the date of creation is automatically assigned to the list. List owners **must be diligent** in managing expiration dates.

Step 1: Expiration Notifications

- 1 A notification will be sent to the **list owner** one month prior to the list expiration date. The **list editor** will receive a notification one week prior to this date.



- 2 If no action is taken by the **list editor** or **list owner**, the list will automatically expire and be removed from the target system(s).
- 3 The list status will update to **Expired** (on the dashboard) and kept in the system for a six-month grace period. The list will be deleted from the system if no action is taken during this time.

Step 2: Extend the list expiration date

- 1 List expiration dates can be updated or extended at any time (including up to six months after the list expires). It is recommended that the expiration date be reviewed whenever changes are made to a list.

- 2 On the dashboard, select the **pencil icon** to the right of the required list name, or select the **list name**.

- 3 Select **Edit List** to open the list properties page. Then, select the required date in the **expiration date** field.

- 4 Select **Save list and view** to save your changes.

Dashboard

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.

Action items

List name	Requestor	Request	List threshold
LML - DD List 2	Steven	Remove membership	2574/∞

Pending requests

List name	Request
LML - Example	Increase threshold

My lists

List name	Status	Access type
LML - DD List 2	ACTIVE	OWNER
LML - DD List 4	ACTIVE	OWNER
LML - DD List 5	ACTIVE	OWNER
LML - DD List 6	ACTIVE	OWNER
LML - Example	ACTIVE	OWNER
LML - Threshold 1	ACTIVE	OWNER
LML - ADM List 1	ACTIVE	MEMBER
LML - ADM List 6	ACTIVE	MEMBER

