


Deleting a List

A list can be deleted from the List Management System at any time if it is no longer required. All members and list information is deleted and the list is removed from the target system(s). The user deleting the list must provide a reason for doing so as part of the deletion process (mandatory).


A record of the list name and the reason for the deletion is stored in the List Management system for auditing purposes.

NOTE: The name of a deleted list cannot be re-used.

To delete a list:

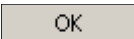
Click  to the right of the required list name on the dashboard to open the List properties page **or**

click the required list name on the dashboard.

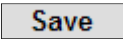
Click  to open the List properties page.

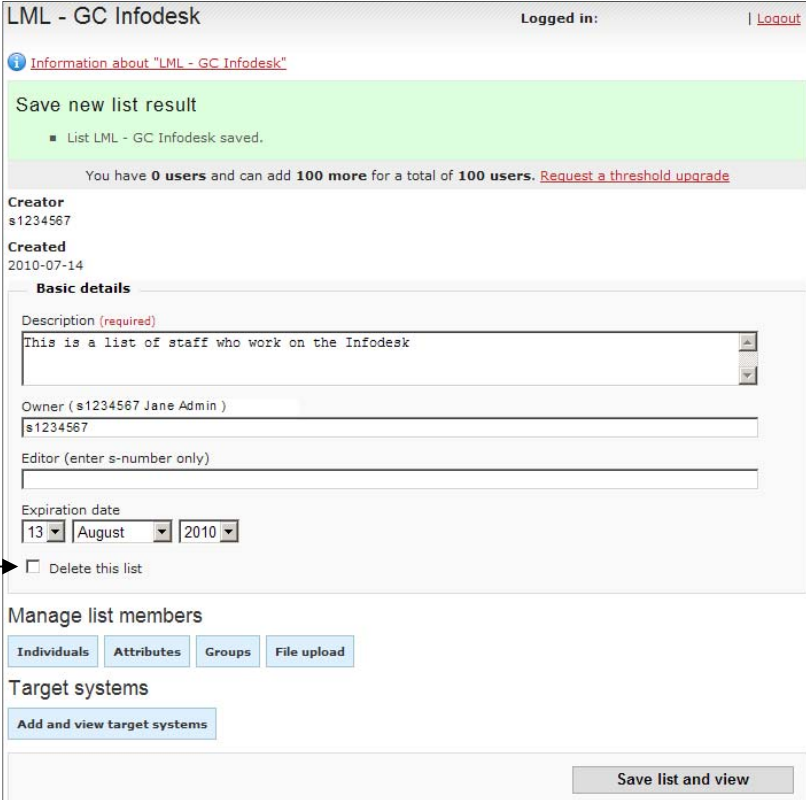
Click beside **Delete this list**.

Click  to open the confirmation dialog box.

Click  to confirm the deletion and open the Delete list page (see Figure 2).

Type a reason for deleting the list.

Click  to complete and return to the dashboard.



LML - GC Infodesk Logged in: | [Logout](#)

[Information about "LML - GC Infodesk"](#)

Save new list result

- List LML - GC Infodesk saved.

You have **0 users** and can add **100 more** for a total of **100 users**. [Request a threshold upgrade](#)

Creator
s1234567

Created
2010-07-14

Basic details

Description (required)
This is a list of staff who work on the Infodesk

Owner (s1234567 Jane Admin)
s1234567

Editor (enter s-number only)

Expiration date
13 August 2010

Delete this list

Manage list members
[Individuals](#) [Attributes](#) [Groups](#) [File upload](#)

Target systems
[Add and view target systems](#)

[Save list and view](#)

Figure 1: List properties page

Delete list Logged in: [Logout](#)

LML - GC Infodesk

List name
LML - GC Infodesk

Creator
s1234567

Created
2010-07-14

Please provide a reason why this list is deleted *(required)*

Figure 2: Delete list page

Related modules

- Introduction to List Management
- Creating a List
- Editing a List
- Target Systems
- Using a List in Lotus Notes

Additional learning tools / sources of information

- See <https://intranet.secure.griffith.edu.au/computing/list-management/training> for links to self help print material.