

# Specialised and Organisational Lists

The List Management System manages two types of lists:

- Specialised lists
- Organisational lists

## Specialised Lists

Specialised lists are specific in nature (i.e. created for a specific purpose) and are created, updated and maintained entirely within the List Management System (LMS). A specialised list can be populated with individual people or by the inclusion of an organisational list.

All specialised list names are preceded with 'LML-' (LML standing for List management list). For example, a specialised list representing members of a lab may be 'LML-Lab Members'.

## Organisational Lists

Organisational lists (or groups) are not created within the LMS; they are available for information purposes and for inclusion into specialised lists in the LMS if required. Organisational lists are automatically generated according to Human Resource (HR) data and are updated and maintained within HR systems.

All organisational list names are preceded with '\_' (underscore). For example, the organisational list representing Information Services staff is '\_INS Information Services – All'.

To change or update the membership of an organisational list, please contact the applicable HR representative.

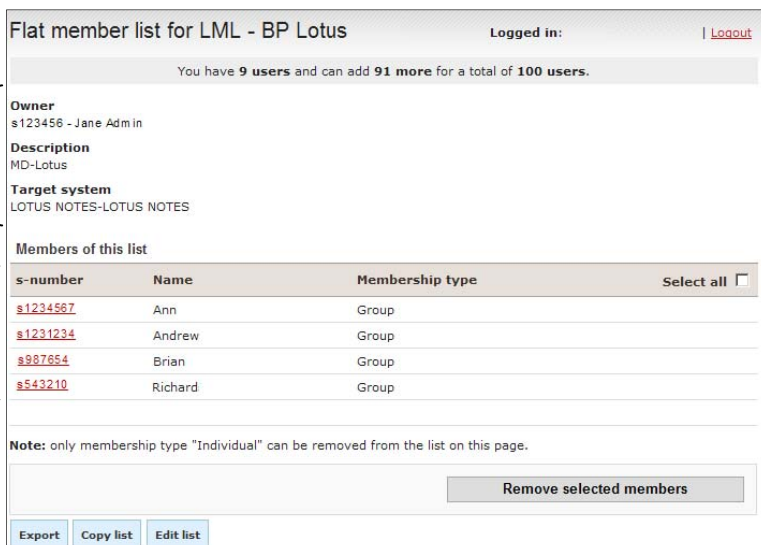
## List Information and Membership

List information and membership details (i.e. members of a list) can be accessed from numerous pages within the List Management System (wherever the list name is displayed in red, underlined text), including the dashboard. The list membership page displays basic information about the list including the list owner, description and target system (see Figure 1).

To view list information and membership:

Log in to the List Management system.

Click the list name on the dashboard to open the list management page.



The screenshot shows the 'List information' section with the following details:

- Owner:** s123456 - Jane Admin
- Description:** MD-Lotus
- Target system:** LOTUS NOTES-LOTUS NOTES

The 'List members' section displays a table with the following data:

s-number	Name	Membership type	Select all <input type="checkbox"/>
<a href="#">s1234567</a>	Ann	Group	
<a href="#">s1231234</a>	Andrew	Group	
<a href="#">s987654</a>	Brian	Group	
<a href="#">s543210</a>	Richard	Group	

Additional interface elements include a 'Remove selected members' button and 'Export', 'Copy list', and 'Edit list' buttons at the bottom.

Figure 1: List management page

The options available on the List management page are dependent on the user's level of access or role in the system. Only the list owner and/or editor can edit list membership i.e. add or remove members. See related modules below for further information regarding roles.

## Task Completion and Confirmation

When a task such as creating a new list or adding/removing a member is performed in the List Management System, the user is notified if it has been successfully completed (saved) or not.

Notification is in the form of a message banner which is displayed across the top of the page.

A successful message banner is indicated in green and includes details of the task performed (see Figure 2 and Figure 3).



Figure 2: Successful message banner - Save new list result



Figure 3: Successful message banner - Add member result

An unsuccessful message banner is indicated in red and includes details of the attempted task and reasons for failure (see Figure 4). The most common unsuccessful task occurs when the maximum number of members allowed for a list is reached (also known as a list threshold limit). To avoid this, a threshold upgrade can be requested at any time. See Related Modules below for more information regarding list thresholds.

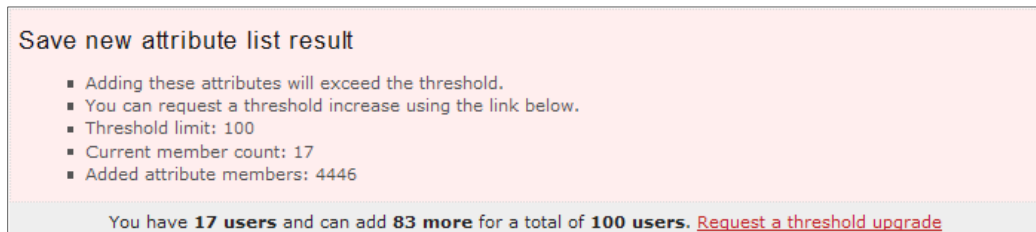


Figure 4: Unsuccessful message banner - Save new attribute list result

### Related modules

- Introduction to List Management
- Navigation and the Dashboard
- Target Systems
- Creating a List
- Populating a List
- Deleting a List
- 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.