

How to...

Create a List in the LMS

Introduction

This guide will show you how to create a list in the List Management System (LMS). There are two ways of creating a list and populating list membership:

- create a **new list** by manually selecting and adding groups and/or individuals
- create a **clone list** by copying members from an existing list.

Step 1: To note before you begin

Before copying or creating a new list, users should ensure that a list for the same (or similar) purpose does not already exist. This can be done by utilising the search functionality in the LMS. See the guide **How to Search the List Management System** for further information about this.

Points to note about new lists:

- All specialised lists created in the LMS use a specific naming convention all names are preceded with 'LML-' (LML = List Management List) e.g. 'LML-ListName'.
- Commas and spaces should not be used in a list name.
- List names must be unique i.e. a name cannot be re-used.
- A list can be sent to and used in other applications e.g. Lotus Notes. These applications are referred to as target systems, and a list can be assigned one or more target systems.
- A list can be assigned one or more editors; an editor can assist the list owner in maintaining list membership.
- Each list is assigned an expiration date. This date can be manually assigned by the owner for up to one year from the date of creation. If no expiration date is assigned, a default date of one month from the date of creation is assigned by the system. The list owner and editor(s) receive a list expiry notification email (weekly). List owners **must be diligent** in managing list expiry dates.
- List name, description, and target system are required fields when creating a list.
- Once a list has been created, members can be added and/or deleted at any time.

Step 2: Create a new list

- 1 Under **List Management**, select **New List**.
- 2 Enter the following details:
 - **List name**
 - **sNumber of the list editor** (if required)
 - **Target system**
 - **Expiration date** (if required). It will default to one month from the creation date if you do not set your own expiration date.
 - **Description** of the list.

Griffith Portal > List management > New list

Logged in: | Logout

List management

- New list
- Search
- Contact us

List properties

Name: list

Owner: s2564523

Editor (s-number only):

Choose a target system (required):

Expiration date:

Description (required):

Create list and view

- 3 Select **Create list and view** to open the new List Confirmation page.
- 4 Verify the list details > select **Confirm** to open the List Properties page.

Step 3: Create a clone list

A **clone list** is created by copying membership information from an existing list (organisational or specialised – see the guide *How to use specialised and organisational lists* for more information). The clone membership list can be edited as required.

- 1 Select the **double page icon** (copy button) beside the required list to open the clone list page.
- 2 Enter the following details:
 - **List name**
 - **Expiration date** (if required). It will default to one month from the creation date if you do not set your own expiration date.
 - **Description** of the list.

List name	Status	Access type
LML - DD List 2	ACTIVE	OWNER
LML - DD List 4	ACTIVE	OWNER

- 3 Verify the list details > select **Confirm** to open the List Properties page.
- 4 Select **Add and view target systems** to open the **Add target system** page.
- 5 Select a **target system** > select **Add target system**. Repeat for additional target systems if required.