Glossary of Terms

Access Level - There are three types of access level: owner, editor and member. Access levels determine what your responsibility to a list is i.e. the actions or tasks that you have permission to perform within a list.

Action item - an outstanding request (awaiting approval/denial) related to a list the user is the owner and/or editor of i.e. a request that needs to be auctioned in some way; Action items are displayed on the Dashboard.

Active person – someone who as a current affiliation (relationship) with the university

Affiliation – current relationship with the university e.g. general staff or student

Attribute – a property or characteristic of a person e.g. gender or organisation unit.

Clone list – a list that has been created by copying membership information (i.e. the membership list) from an existing list.

Dashboard – the main page of the List Management system, displayed when a user logs in to the system. The dashboard provides access to system information (upgrades/outages), list information (according to role), action items and pending requests.

Editor – a role assigned to individuals by a list owner to assist with maintenance of list membership. An editors can add and remove members but cannot edit list properties or delete the list. More than one editor can be assigned to a list.

Expiration Date – a date assigned to a list to ensure list information and membership is current. The expiry date can be set to a maximum of 1 year from the date of creation. Maintenance of list expiration is the responsibility of the list owner.

File upload – a method of populating a list with members; involves uploading (saving) an existing file, in CSV (Comma Separated Values) format to the List Management System.

Inactive person – someone who does not have a current affiliation (relationship) with the university

LML – List Management List; All lists created in the List Management system are prefixed with 'LML-' as part of the naming convention e.g. LML - MyListName. These lists are also known as Specialised lists.

Maximum Threshold - the maximum number of members (people) allowed in a list; threshold is applied according to a lists' target system(s) threshold.

Member – A person who is added to a list. Members can view list information and request to be removed from a specialised list.

Membership type – there are three membership types: individual, attribute or group. When a member, or group is added to a list, a membership type is assigned according to the method of population; members added as individuals are assigned the *individual* membership type; members added as a group are assigned the *group* membership type; members added according to attribute are assigned the *attribute* membership type; members added by a file upload are assigned the *individual* membership type.

Minimum Threshold - the minimum number of members (people) required to create a list; threshold is applied according to a lists' target system(s) threshold.

Organisational list – a list automatically created according to Human Resource (HR) data and managed within HR systems; may be used to populate specialised lists.

Owner – a role automatically assigned to the creator of a list; the owner is responsible for management of the list and has the ability to edit list properties and delete the list.

Pending Request – a request that has been raised by the user and is awaiting approval/denial by the relevant list owner or editor; pending requests are displayed on the Dashboard.

sNumber – a users' staff or student number; also referred to as the username; number is preceded with an 's' e.g. s1234567

Specialised list – a list created, updated and managed within the List Management System.

Target system – applications or systems that a List Management list can be sent to. There are two types of target system
- o Communication - used for communication purposes e.g. email in Lotus Notes
- o Access control – used to control access to particular system(s) or locations e.g. access to a network drive or directory

Threshold – the minimum or maximum limit applied to the number of members allowed in a list; threshold is determined by the target system(s) assigned to a list.

Related modules

- Introduction to List Management
- Navigation and the Dashboard
- Specialised and Organisational Lists
- Target Systems
- Creating 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.