

How to...

Delete a List in the LMS

Introduction

A list can be deleted from the List Management System (LMS) at any time if no longer required. When a list is deleted, it will be removed from the target system(s) and the members and information associated with the list will also be deleted. It is mandatory for the user deleting the list to provide a reason why it is being deleted. A record of the list name and the deletion reason will be stored in the LMS for auditing purposes.

NOTE: The name of a deleted list cannot be reused.

Step 1: Select the list to be deleted

- 1 Select the **pencil on paper icon** next to the required list name. This will open the properties page. Alternatively, you can select the **required list name**, then select **Edit List**.

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

- 2 Select the tick-box next to **Delete this list**, then select **Save List and View**.

The screenshot shows the 'LML - GC Infodesk' interface. At the top, it says 'Logged in: | Logout'. Below this is a green banner with the text 'Save new list result' and a message: 'List LML - GC Infodesk saved.' Below the banner, it says 'You have 0 users and can add 100 more for a total of 100 users. Request a threshold upgrade'. The main section is titled 'Basic details' and contains fields for 'Description (required)', 'Owner (s1234567 Jane Admin)', 'Editor (enter s-number only)', and 'Expiration date' (set to 13 August 2010). Below these fields is a checkbox labeled 'Delete this list' with a red circle and the number '2' next to it. Below the checkbox is a section titled 'Manage list members' with buttons for 'Individuals', 'Attributes', 'Groups', and 'File upload'. Below this is a section titled 'Target systems' with a button 'Add and view target systems'. At the bottom right, there is a button labeled 'Save list and view' with a red circle and the number '2' next to it.

- 3 The dialogue box will open. Select **OK** to confirm the deletion and open the **Delete list** page.

- 4 Enter the reason why you are deleting the list, then select **Save** to complete and return to the dashboard.

The screenshot shows the 'Delete list' page. At the top, it says 'Logged in: | Logout'. Below this is a section titled 'LML - GC Infodesk' with fields for 'List name' (LML - GC Infodesk), 'Creator' (s1234567), and 'Created' (2010-07-14). Below these fields is a text area with the label 'Please provide a reason why this list is deleted (required)'. A red circle and the number '4' are next to this text area. At the bottom right, there is a button labeled 'Save' with a red circle next to it.