

How to...

Search the List Management System

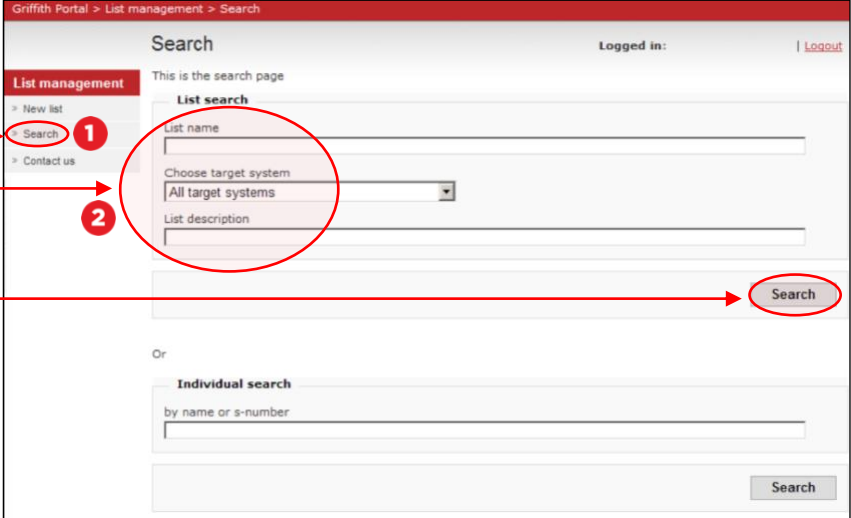
Introduction

Users can search for existing lists and people within the List Management System (LMS).

Step 1: Search for a list

1 Select **Search** in the navigation panel to the left.

2 Enter the **list name**, OR select a **target system** from the dropdown list, OR enter the **list description** in the relevant field, then select **Search**.



- 3** Your search results will appear. You can view list information and membership by selecting a list, or you can navigate the results with the following icons:



Request to become a member of a list



Request to be removed from a list



Copy a list



Export a lists' membership



Manage the list (only available to the list editor/owner)

Step 2: Search for people

- 1 Repeat **step 1.1** and enter either a person's name or sNumber (with or without the preceding 'S'). Then select **Search**.

Griffith Portal > List management > Search

Logged in: | Logout

List management

- > New list
- > Search
- > Contact us

Search

This is the search page

List search

List name

Choose target system

All target systems

List description

Search

Or

Individual search

by name or s-number

Search

- 2 Each person record includes list membership details e.g. lists they are a member of. Select the **sNumber** to open the person record page.

Griffith Portal > List management > Person listing

Logged in: | Logout

List management

- > New list
- > Search
- > Contact us

Person listing

Persons

s-number	name
#1231234	Cherry
#543210	Judi
#987654	Neal
#1234567	Noa
#12344444	Taylor

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