

Creating a List

There are two methods for creating a list and populating list membership:

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

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 List Management System. See related modules below for further information regarding searching.

Points to note about new lists:

- All specialised lists created in the List Management System 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; 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 1 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 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.

Creating a New List

It is mandatory to select a target system and enter a description when creating a new list.

To create a new list:

Click  in the menu to open the New list page (see Figure 1).

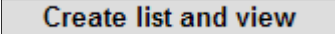
Type the list name.

Type the sNumber(s) for list editor(s) if required.

Select a target system.

Enter an Expiration date if required. If a specific date is not selected, the expiration date defaults to one month from the date of creation.

Type a description for the list.

Click  to open the New list confirmation page.

Verify list details.

Click  to open the List properties page.


Figure 1: New list page

Creating a Clone List (Copying List Membership)

A list which is created by copying membership information from an existing list is referred to as a clone.

Creating a clone list can be a quick and useful method for populating a list as membership details from the existing list are copied across to the clone automatically. The clone membership list can then be edited as required. A clone can be created from an organisational list or a specialised list. See related modules below for more information regarding organisational and specialised lists.

NOTE: Target system(s) information is not copied across to a new clone list.

A list can be copied from the dashboard (from the 'My Lists' section) and from the search results page (to copy a list created by someone else). The copy button  is displayed to the right of the list name (see






My lists			
List name	Status	Access type	
LML - DD List 2	ACTIVE	OWNER	   ← Copy
LML - DD List 4	ACTIVE	OWNER	  

Figure 2: Dashboard - My lists section


To copy an existing list:

Click  beside the required list to open the Clone list page.

Type the list name.


Enter an Expiration date if required. If a specific date is not selected, the expiration date defaults to one month from the date of creation.

Type a description for the list.

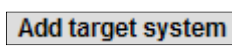
Click  to open the Clone list confirmation page.

Verify list details.

Click  to open the List properties page.

Click  to open the Add target system page.

Select a target system.

Click  . Repeat for additional target systems if required.

Related modules

- Introduction to List Management
- Specialised and Organisational Lists
- Target Systems
- Populating a List
- Deleting a List
- List Expiration
- 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.