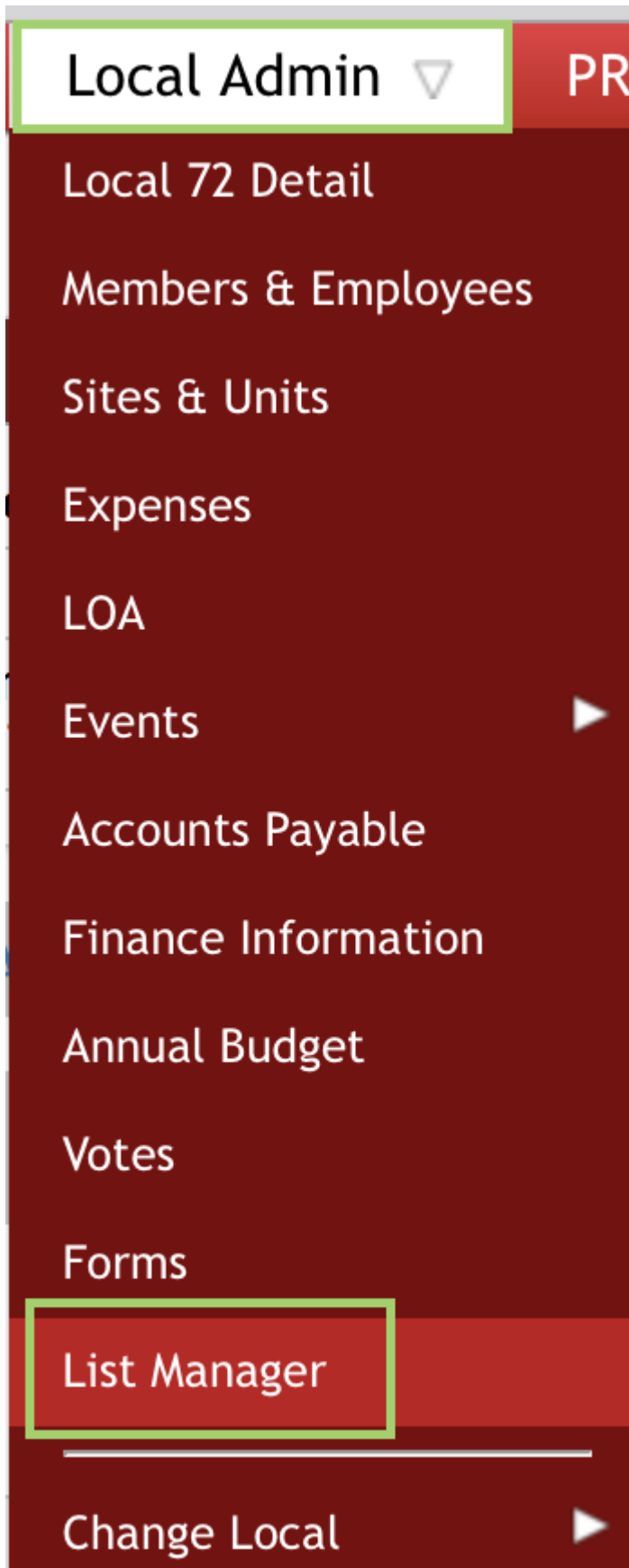


List Manager is found in the **Local Admin** and is used to build and save your own lists in order to conveniently send emails to and view information from different sites, units, and individuals.



When **List Manager** opens there are two options **Edit List** and **My Lists (Local XXX)**.

List Manager

These lists may be used to build and save your own lists in order to conveniently send emails to and view information from different sites, units, and individuals.

[Edit List](#) [My Lists \(Local 72\)](#)

Edit List is where you are able to create new lists and everyone on the executive for the local will be able to see and use the list.

For each **Local** the system will tell you how many sites/units and people available for the local to create lists from.

You are able to Search by **Site/Unit Name** or **Person Name** or you can search by **Show All** and click on the **Sites/Units** or **People** button.

[Edit List](#) [My Lists \(Local 72\)](#)

You have access to 3 Sites/Units and 39 People to build your list.

Site/Unit Name

- OR -

Person Name

If you do not enter any search criteria, you will see the list of all Sites/Units

Show All:

Sites/Units will show all the sites and units for the local with the amount of people in each unit. This can fluctuate. To see the individual people for each unit click on **Show** and a list will populate beneath in the **Select** column. To collapse the list click on **Hide**.

Employer	Site/Unit	Select
Covenant Health	Site - St Michaels Health Centre	<input type="checkbox"/> ALL UNITS AT THIS SITE
Covenant Health	Unit - Post Acute Rehab Program SMHCL	<input type="checkbox"/> This Unit (26 people) <input type="button" value="Show"/>
Covenant Health	Unit - Seniors Care East SMHCL	<input type="checkbox"/> This Unit (13 people) <input type="button" value="Show"/>

When the **List** is open you are able to click in the **Box Beside** the name to add them to the new email list you are compiling.

Covenant Health	Unit - Seniors Care East SMHCL	<input type="checkbox"/> This Unit (13 people) <input type="button" value="Hide"/>
		<input type="checkbox"/> <input type="text"/>
		<input type="checkbox"/> <input type="text"/>
		<input type="checkbox"/> <input type="text"/>

When you click on **People** you will get a current list of everyone in the local. Again click on the **Box Beside** their name to add them to a list.

Site	Select
St. Michael's Health Centre	<input type="checkbox"/>
St. Michael's Health Centre	<input type="checkbox"/>
St. Michael's Health Centre	<input type="checkbox"/>
St. Michael's Health Centre	<input type="checkbox"/>

Once you have checked off those for the email list at the bottom of the screen you will see **Add Selection**. Click and the names will populate on the right hand side of the screen. If you have added someone in error click on the **(-) Minus Sign** and the name will be removed.



Current Selection (5): **Clear (-)**

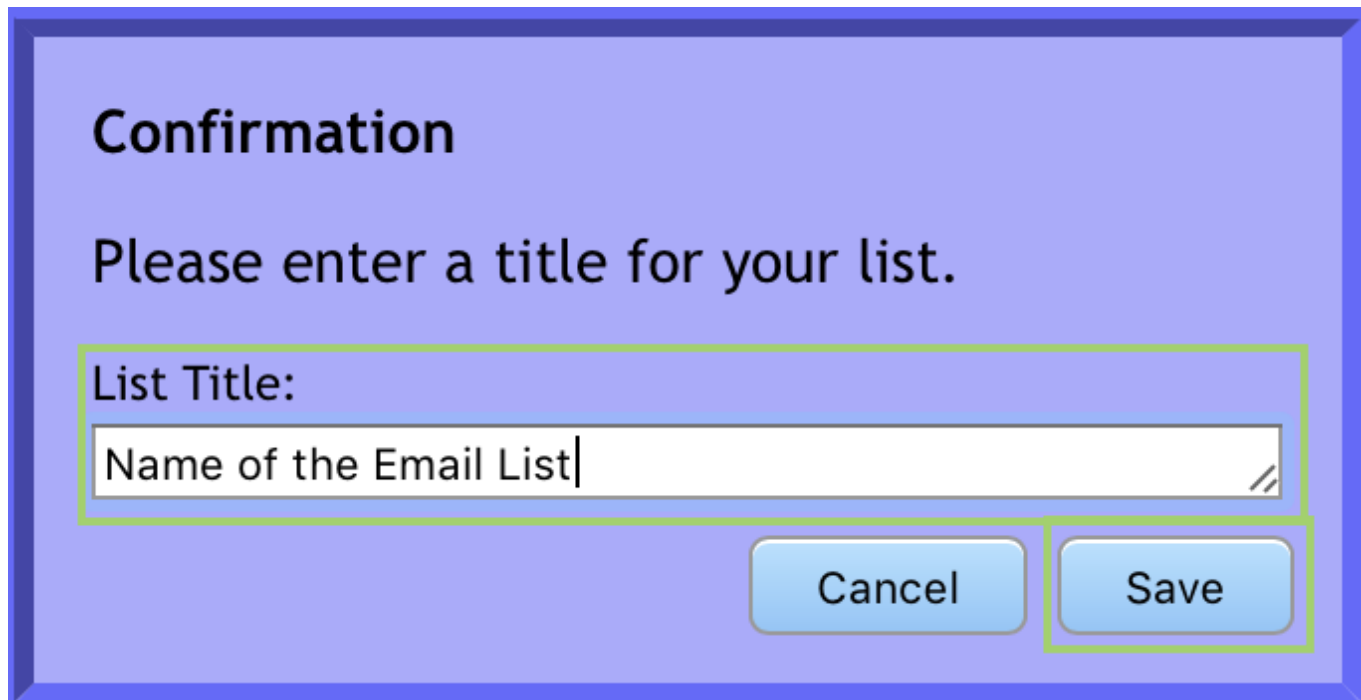
This will include individuals regardless of future site/unit affiliation

- [Redacted] (-)
- [Redacted] (-)
- [Redacted] (-)
- [Redacted] (-)
- [Redacted] (-)

Once you have all the people for your email list click on **Save List** which is found at the bottom of the screen.



A **Confirmation** pop up box will appear. Enter in the name for your list in **List Title** field and click on **Save**.



Now to see the list you just made, click on **My Lists (Local XXX)** and the most recent list made will show at the top.

List Manager

These lists may be used to build and save your own lists in order to conveniently send emails to and view information from different sites, units, and individuals.

[Edit List](#) [My Lists \(Local 72\)](#)

List Name	Last Modified	Modified By	Items	Actions
Name of Email List	07/13/2018 13:39:45	Phil Lerup	5	Edit / Delete / E-Mail

There are 3 actions you can do with a list, **Edit**, **Delete** and **E-Mail**.

Edit allows one to edit the list by adding members or removing members. When in Edit mode there will be a **Yellow Highlight** at the top of the screen indicating you are editing a list. To Save the changes click on **Add Selection** then **Save List** or if **Cancel** is clicked all changes will be ignored and go back to creating a new list.

You are currently editing a list. Click the Save button to save your changes. Click Cancel to ignore your changes and go back to creating a new list. Your current selection will still remain.

Site/Unit Name

- OR -

Person Name

If you do not enter any search criteria, you will see the list of all Sites/Units

Show All:

Site	Select
St. Michael's Health Centre	<input type="checkbox"/>
St. Michael's Health Centre	<input checked="" type="checkbox"/>
St. Michael's Health Centre	<input checked="" type="checkbox"/>
St. Michael's Health Centre	<input type="checkbox"/>
St. Michael's Health Centre	<input type="checkbox"/>
St. Michael's Health Centre	<input type="checkbox"/>
St. Michael's Health Centre	<input type="checkbox"/>
St. Michael's Health Centre	<input type="checkbox"/>

Current Selection (7): [Clear \(-\)](#)

This will include individuals regardless of future site/unit affiliation

-
-
-
-
-
-

When you click on **Save List** you will have the option to leave the list name as it was or to change it to a new name as the **Confirmation** pop up will appear again.

Confirmation

Please enter a title for your list.

List Title:

Delete will delete the complete list the has been compiled. A **Confirmation** pop up will appear. Click on **Delete** to delete the list.

Confirmation

Are you sure you want to delete Name of
Email List?

Cancel

Delete

E-Mail allows for you to send an email to all those on the list that have a valid email address on file. The **E-mail Centre** will open and you are able to add the **Subject** line and **Body** of the email along with the ability to add **Optional Attachments**. Those of whom were omitted were part of a unit on the list that has since moved locals, or that the individuals themselves have since moved locals, or they just did not have an email address on file.

Local 72 E-mail Center

Send an email to all those included in the list named test whom have a valid email address.

From
Local 72 Exec
A copy of the e-mail will be sent to the Local 72 Exec conference

Subject
Enter in Subject for E-mail

Body
Enter in the information that is to be included in your email.

Optional attachment (up to 5MB) no file selected

The e-mail will be sent to 7 people.

The following people were omitted from this mailing list:

See List will allow to to double check those are the people you would like to email and will list the email address that is on file for the memeber.

See List

Schedule For Send

Reset E-mail Data

Show 10 entries from found set

Filter:

Name	E-mail Address
------	----------------

Send allows you to send the email and will usually be sent in the next half hour of clicking the button.

See List

Send

Reset E-mail Data

Successfully queued your e-mail for sending. It should start sending out within the next half hour.

Reset E-mail Data allows you to clear the list sent to and choose a new ones. **Confirm Reset E-mail Data** screen, will pop up click on **Reset**.

Confirm Reset E-mail Data

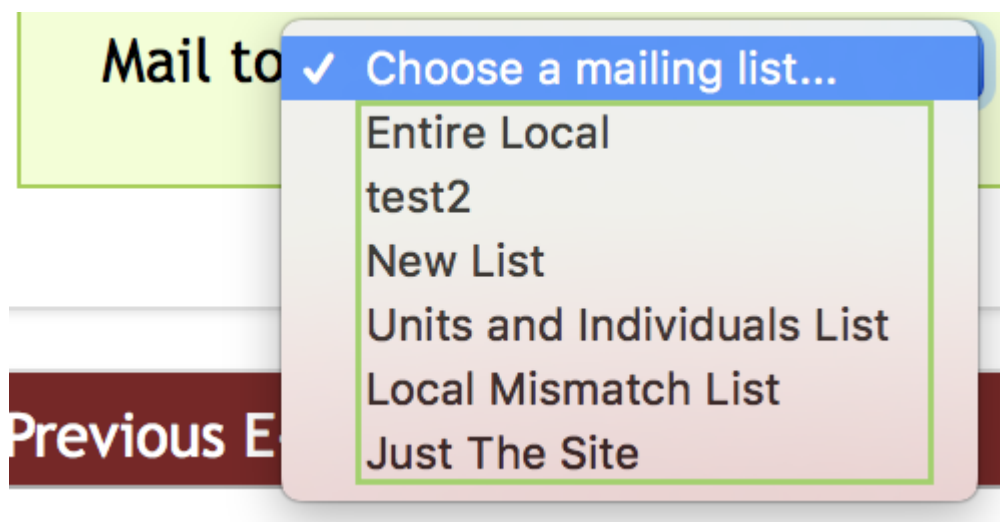
Are you sure you want to reset the e-mail data?

The list of recipients and everything else entered into the form will be cleared.

Cancel

Reset

Back at the **E-mail Centre** you will be able to compose another email and in the Mail to: click on the list you would like to email from the drop down.



In the **Previous E-mails** section you will see all the emails that have been sent and their status **Pending** or **Sent**.

Previous E-mails		
Content	Status	Created
<i>Subject: ASD</i> S	Pending	07/13/2018 14:10:23

Show 10 entries from found set

Filter:

