

Steps to Create a List in WebLinks

Step 1	To add a new list, select List Maintenance from the User Tools drop-down menu.
Step 2	<i>Click Add New List</i> . The Add New List page is displayed.
Step 3	Type in the List Criteria. <ul style="list-style-type: none"> a. System is Employee or General Ledger. If you build a list of Department Codes, Funds, DPAs, or Program Codes, the list is available to any report, which has the code as a selection criterion, regardless of whether System is Employee or General Ledger. b. List Type describes the kind of code values that will comprise the list (e.g., Department Code, DPA). c. Use meaningful List Names to differentiate the types of lists. This will be useful in selecting Lists as part of your Report Options selection criteria.
Step 4	<i>Click Continue</i> when you are finished typing in your List Criteria.
Step 5	Add codes to your list in one of two ways: <ul style="list-style-type: none"> a. Type in the code and <i>click</i> the Add button. b. Key in a partial value or leave blank and <i>click Search</i>. Select values from the list of codes that is displayed. To include a code in the list, <i>click</i> the box to the left of the code. When you are finished selecting codes, <i>click Save</i>. The List Maintenance screen displays. All of the codes you selected are listed. You can continue to add codes to the list.
Step 6	<i>Click List Maintenance</i> when you are finished.
Step 7	To edit a list, scroll down until you locate the list you want to edit: <ul style="list-style-type: none"> a. <i>Click the List Name</i> to edit the list. The List Edit screen displays with the List of Codes that comprise the selected list. Use the Scroll bar to scroll through the list. You can continue to add or delete codes from the list. To delete a code from the list, <i>click Delete?</i> on the line with the code. Add codes as described in step 5. b. <i>Click Delete?</i> to delete the list in its entirety. c. <i>Click Rename?</i> to change the list name.
Your list is now available for selection in a report. You can combine multiple lists on a single report.	