

Introduction

This document contains information on using lists, a tool for creating lists of people for mailing labels and exporting into other data formats. Included here is how to enable, create, edit, populate, export and report lists.

Getting Started

In order to use lists in GMS, the “lists” table must be present in your data. From the main GMS screen, select “Tools”. If “List Manager” appears, lists have been enabled. If they do not, click on [Back], then on “System configuration”. Click on “System Setup”, and go to the “Enabling” tab. Click on the “Enable lists” button to create the “lists” table.

Managing lists

Lists can be created and used either within a game, or globally for all people in your database. A list created within a game can only be accessed from within the game it was created, contains people registered in that particular game, and is used to run mailing labels for the people on their respective lists. Global lists – created outside a game – can contain people from any game or permanent delegations, and can be used to run mailing labels or do exports globally or from within a game.

Access global lists by going to the main GMS screen and clicking “Tools” then “List Manager”; from within a game, the “List Manager” icon can be found on the main game screen.

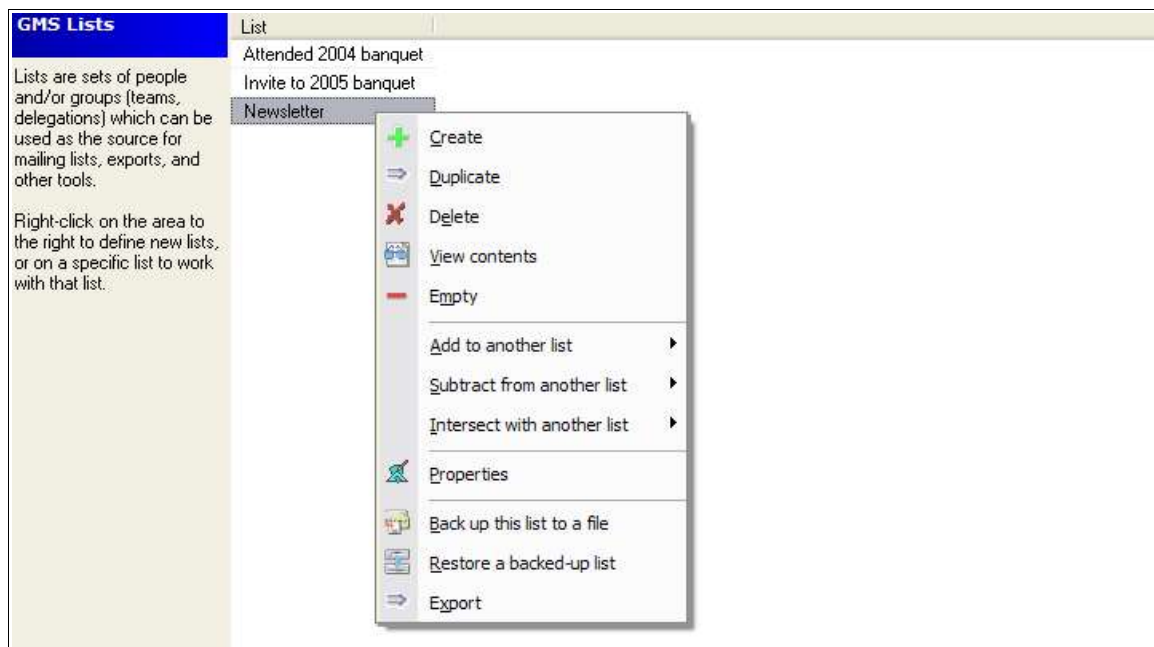


Illustration 1, List manager

Right-click on a list to work with it, or in the empty space to create a new list from scratch.

Create – makes a new, empty list with its own unique ID code.

Duplicate – makes a copy of the selected list with all of its entrants, with a new ID code and new name.

Delete – deletes the selected list; the people within the list are unaffected but are no longer in this list.

View contents – shows the name and type of every entrant in the list. From here you can also remove people from the list or edit the person.

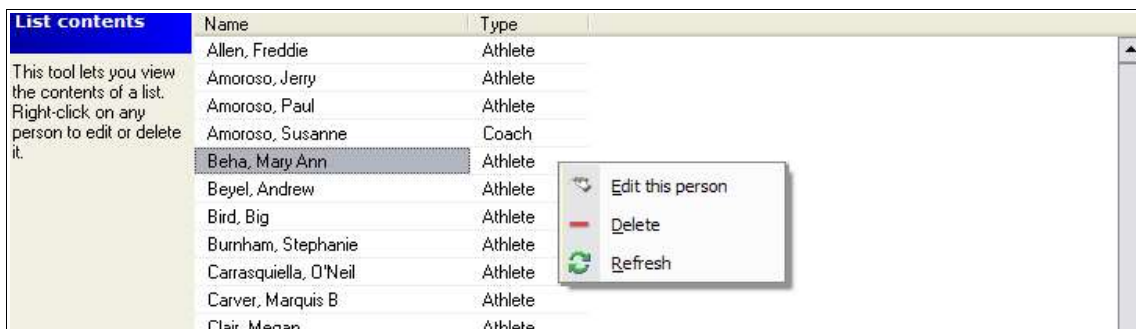


Illustration 2, View contents of a list

Empty – removes the contents of the list without deleting the list itself.

Add to another list – adds all of the entrants on this list to another list you select. Someone already in the target list is not added again, since lists do not allow duplication.

Subtract from another list – takes all of the entrants who are in this list and the target list and removes them from the target list; the current list is not affected.

Intersect with another list – deletes any entrants in this list which are not also in the target list (keeps only people who are in both lists); the target list is not affected.

Properties – shows you the count of entrants in the list and allows you to edit the list's name.

Back up this list to a file – makes a .zip file with the contents of this list for import into this or another copy of GMS.

Restore a backed-up list – takes a previously backed-up file and creates a list with its name and contents. If that list is still in GMS, it will be deleted before the new list is imported. (Remember that GMS knows lists by their internal ID code, not by name.)

Export – creates a dBase file with the contents of the list. Only the bare minimum data is included here; for exports for mailings and other processes, use the exporters described later in this document.

t1	OBJECTID	OBJECT_TYP	OBJECT_NAM	CONTEXT
17	0020300000058810	Athlete	Gurley, John	
18	0020300000058844	Athlete	Hunt, James	
19	0020300000058944	Athlete	Kolwaite, Lisa M	
20	0020300000058957	Athlete	Kain, Steven	
21	0020300000059077	Athlete	Latimer, Margaret	
22	0020300000059087	Athlete	Lynch, Alicia A	
23	0020300000059127	Athlete	Mumford, Craig	
24	0020300000059147	Athlete	Marshall, Andrew	
25	0020300000059207	Athlete	Nanthasene, Mary	
26	0020300000059530	Athlete	Tomaino, Craig	
27	0020300000059544	Athlete	Terzini, Ralph	
28	0020300000059554	Athlete	Taylor, Edward	
29	0020300000059587	Athlete	Amoroso, Paul	

Illustration 3, List export sample

Adding and removing people from lists

With lists created you can start to put people into them. People can be added or removed from lists in the following areas:

- Global person lookup
- Delegations within a games
- Events within a games
- List of all people in a games

In addition, entrants in entire games delegations and events can be added to or removed from a list.

Right-clicking on a delegation lets you add or remove all entrants in the delegation to/from a list:

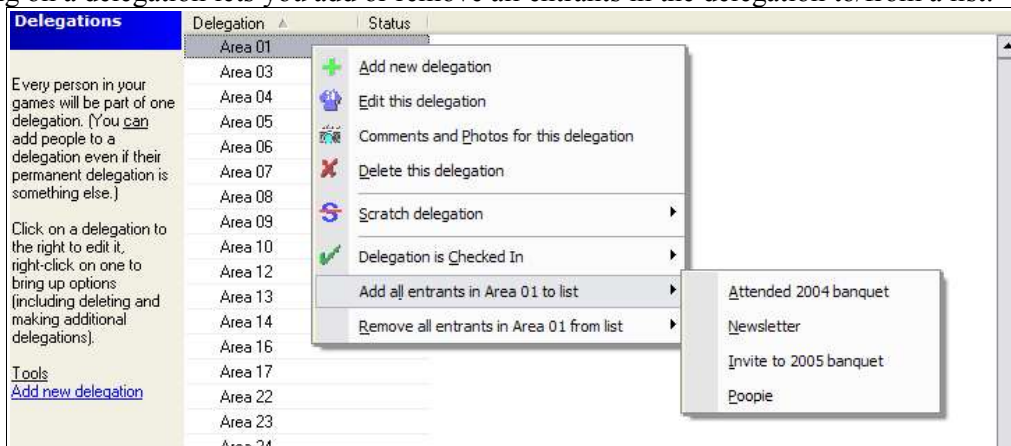


Illustration 4, Right-clicking on a delegation in a games

From the list of people in a delegation, add/remove individual entrants or everyone in that role:

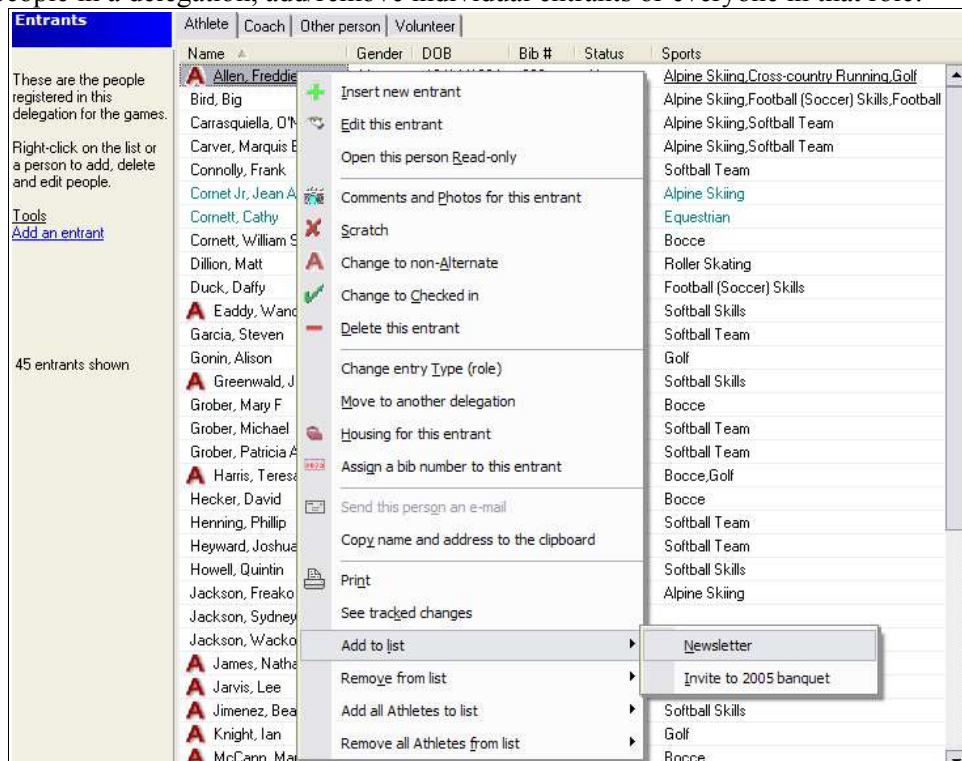


Illustration 5, Right-clicking on a person in a games

Right-clicking on an event lets you add or remove all entrants in the event to/from a list:

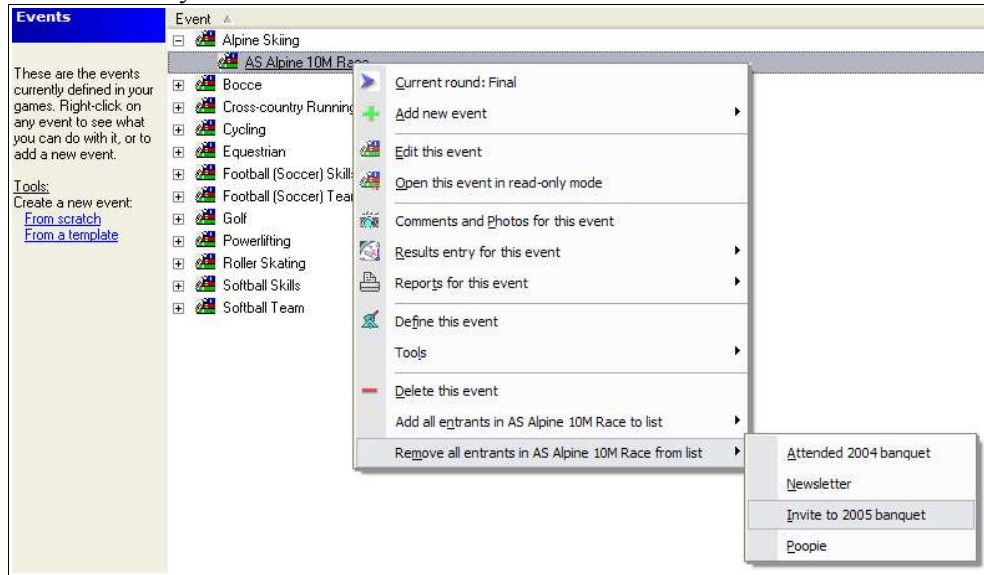


Illustration 6, Right-clicking on an event in a games

From the list of people in an event, add/remove individual entrants:

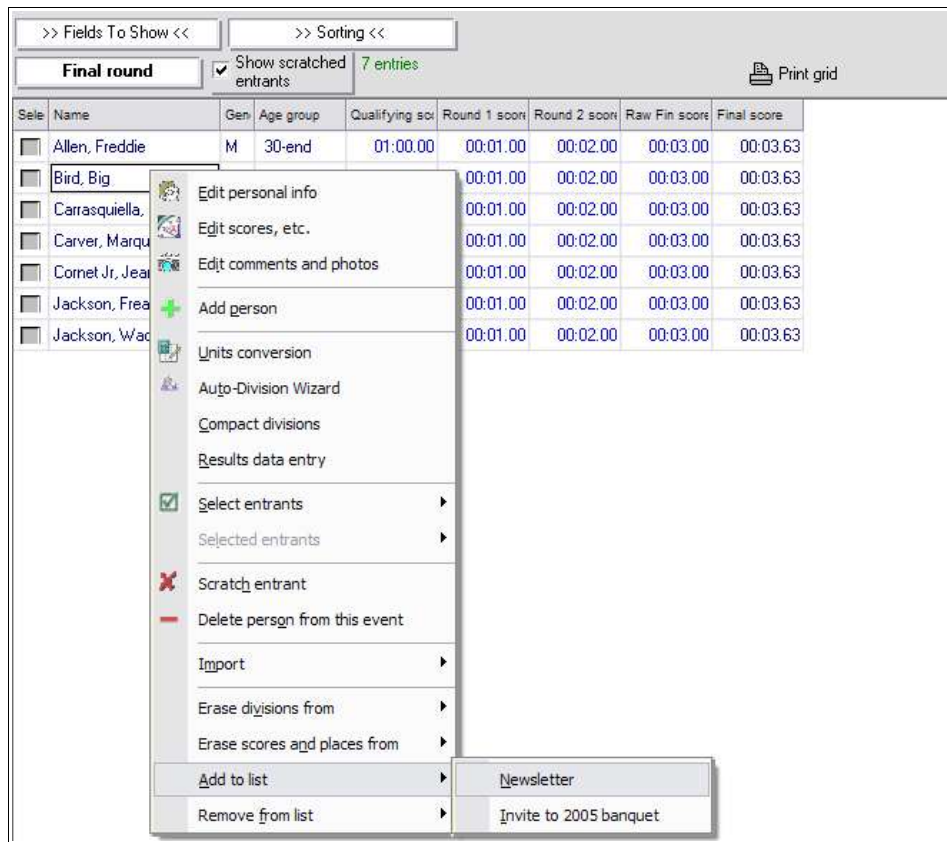


Illustration 7, Right-clicking on an entrant in an event

From the list of all people in a games, or from the person lookup tool:

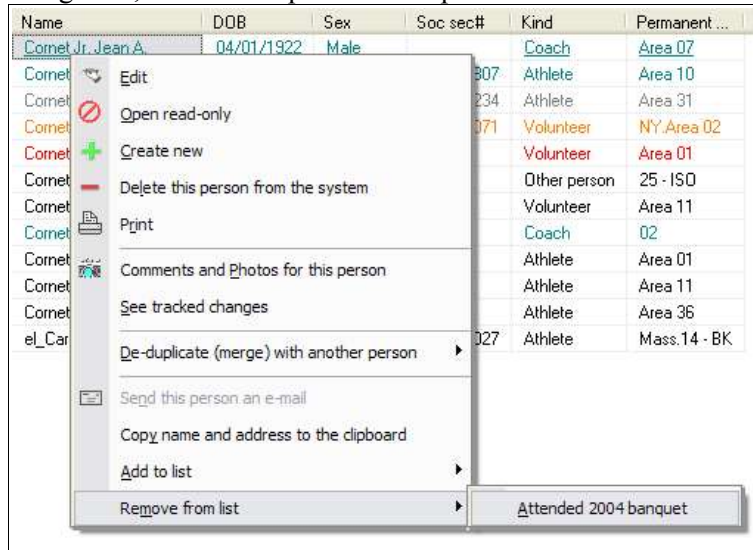


Illustration 8, Right-clicking on a person in the person lookup tool or all people in a games

Reporting/Exporting a List

Once lists have been populated you can use it to run mailing labels or export it to another file format.

Mailing Labels

Open mailing labels either globally or from within a games. Under “Selection Criteria”, for source, select “People on a list” and select the list you want to use. (Lists created within a games will only appear when labels are run from within the games the lists were made in.)



Note that all address type and validity filters are still in use: someone on the list will not be printed if “Only include entrants with an address type above” is checked and the entrant does not meet that criterion.

Standard Exporter

Open the “Standard Exporter” - only available outside of a games. Under “People to include” select “People on a list” then select the list to use. (Only global lists will appear here, since we're outside of a games.)



As with mailing labels, address criteria still are in effect; types of people, deceased and inactive filters will also limit the records exported to only those on the list who also meet your other criteria.

For more details on options for the Standard Exporter see the document “Generic Exporters”.