

Frequently Asked Questions for UMLS Listowners

In this document you can find out the answers to these questions...

How do I...

...subscribe (add) someone to my list?

How do I...

...delete an address that isn't working? or ...remove someone from my list?

...change someone's address?

How do I...

...make my list a moderated list?

How do I...

...deal with administrative requests (e.g. approving messages?)

How do I...

...check to see if there are any messages that need approving?

...close my list so that no-one else can join?

How do I...

...change the information on the List information page? or change the welcome message that new subscribers get?

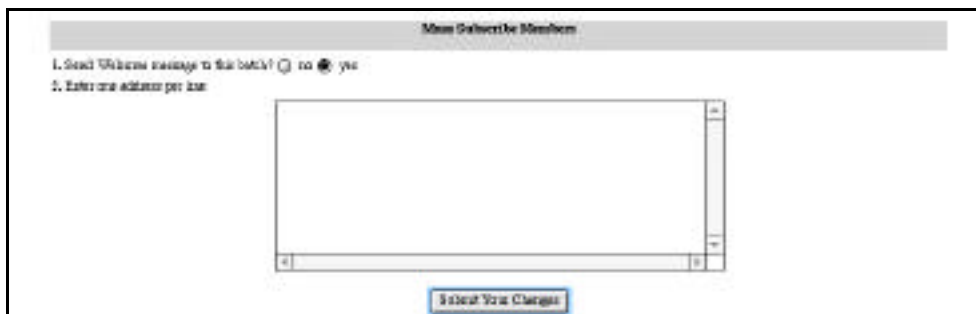
The images here are for guidance only. It is better to use this document while you are looking at the screen.

In the web addresses below replace <listname> with the name of your list (e.g. ocr-mediastudies-a) (without the <>s).

How do I...

...subscribe (add) someone to my list?

1. Go to your list administration page at <http://lists.uct.ac.za/lists/admin/<listname>>
2. Enter your password and click the button.
3. Click on 'Membership Management'.
4. Scroll down to the bottom of the screen.



The screenshot shows a web form titled "Manage Subscribers for Membership". It contains two instructions: "1. Send welcome message to this batch? no yes" and "2. Enter one address per line:". Below these instructions is a large text input area with a vertical scrollbar on the right. At the bottom of the form is a button labeled "Submit Your Changes".

5. Type in the email addresses of the people you want to subscribe (add to your list) (press 'return' after each address). Click on 'Submit your changes'.

How do I...

...delete an address that isn't working? or ...remove someone from my list?

1. Go to your list administration page at <http://lists.ucles.org.uk/lists/admin/<listname>>
2. Enter your password.
3. Click on 'Membership Management'.

Membership Management							
Membership List							
(125 members total, only 20 are displayed)							
member address	subscribe	hide	accept	ack	no confirm	delete	print
A.kondaD@wlv.ac.uk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
abcdefguk@yahoo.co.uk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
aclears.davis@ukzn.ac.za	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a@math@hotmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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andrew@btopenworld.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
andrew@btopenworld.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
andrew@btopenworld.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

How do I...

...make my list a moderated list?

1. Go to your list administration page at <http://lists.uctes.org.uk/lists/admin/<listname>>
2. Enter your password and click the button.
3. Click on 'Privacy Options'

Privacy Options	
List-level policies (including anti-spam measures covering mail lists and archives. (See also the Privacy Options section for aggregate policy settings).)	
Description	Value
Subscriptions	
Advise the list when people subscribe to the list?	<input checked="" type="radio"/> No <input type="radio"/> Yes
What steps are required for subscriptions? Details	<input checked="" type="radio"/> none <input type="radio"/> require approval <input type="radio"/> constant approval
Membership options	
Who can view subscription list? Details	<input type="radio"/> Anyone <input checked="" type="radio"/> List members <input type="radio"/> List admin only
Does member address list have not directly recognizable as email address? Details	<input type="radio"/> No <input checked="" type="radio"/> Yes
General posting filter	
Must posts be approved by an administrator?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Format posting privileges to list members? Details	<input type="radio"/> No <input checked="" type="radio"/> Yes
Addresses of members exempted from posting to the list without approval by an administrator? (See "The list to list members" for details or not the address is allowed to bypass posting by list members. Details)	<input type="text"/>
Open-cycle posting filter	
Must posts have list-level or distribution list-level approval to be posted? Details	<input type="radio"/> No <input checked="" type="radio"/> Yes
Allow member approval when a reply is required to an e-distribution message for the list. Details	<input type="text"/>
Default acceptable number of requests for a posting. Details	11

4. Set the option next to 'Must posts be approved by an administrator?' to 'Yes'.

How do I...

...deal with administrative requests (e.g. approving messages?)

You (and anyone else designated as an administrator of your list) will receive an automatic email from the system if there are any administrative tasks to be attended to. This email will contain a web address for you to go to. Once there, simply enter your password.



All the outstanding tasks are listed here. These include subscription requests and messages held for various reasons - either because your list is a moderated one, or they are messages from people who are not members of the list, or messages that are too big.

1. subscription requests

When someone asks to subscribe to your list, and you have set the relevant options, their email address will appear here and you have the option of approving or rejecting their application. Click on the relevant button and then click on the 'submit all data' button. If you feel that you must reject their application (perhaps your list is closed), then there is a space for you to type in the reason. This will be sent in an automatic email to the applicant. There is a facility to accept or reject all the requests - useful if there are a lot of them.

2. message approval

Each held message has its own set of buttons for acceptance or rejection. Once you have selected the relevant button, click on 'Submit all data'. If you reject a message there is a space for you to type the reason. Delete what is in there and explain why you have rejected the post (in the nicest possible way obviously...). This will be sent as an automatic email to the sender of the message. 'Discard' is for rejecting a message without sending a reason - it's for messages that are part of mass mailings (like junk mail).

Each time you click on 'Submit all data' the system updates the records and refreshes the screen to show only those tasks that remain to be attended to. If a fellow administrator - wherever they are in the world, checks the tasks to be dealt with - s/he will see the same screen as you. In this way the system ensures that there is no duplication of effort.

How do I...

...check to see if there are any messages that need approving?

Well, you won't need to do this, since you (and anyone else you have designated as an administrator of your list) will receive an email telling you that there are messages to be approved. However, if you are impatient to find out, go to <http://lists.uctes.org.uk/lists/admindb/<listname>>.

You'll need to put in your password. There you'll see a list of pending jobs for the administrator - subscription requests, messages held for whatever reason (it is a moderated list, messages from people who are not list members, messages that are too big, etc.)

...close my list so that no-one else can join?

1. Go to your list administration page at <http://lists.uctes.org.uk/lists/admin/<listname>>
2. Enter your password and click the button.
3. Click on 'Privacy Options'

The screenshot shows a web form titled "Privacy Options" with a blue header. Below the header is a sub-header "List access policies, including who opens new users, covering, unreads and includes. (See also the [Advanced Options section](#) for a possible to have privacy settings.)". The form is organized into sections with sub-headers: "Subscribing", "Membership options", "General posting filters", and "Spam-specific posting filters". Each section contains several rows of options, each with a description and a set of radio buttons. The "Subscribing" section includes options for whether to advertise the list, what steps are required for subscription, and whether to allow non-subscribers to post. The "Membership options" section includes options for who can view subscription lists and if new member adds are automatically recognizable as valid adds. The "General posting filters" section includes options for whether posts are approved by an administrator, whether pending postings are for list members only, and a text input field for addresses of new lists accepted for posting. The "Spam-specific posting filters" section includes options for whether posts from list members or designated addresses are among the accepted ones, whether other users can post, and whether to check on new posts before accepting requests for a posting.

Description	Value
Subscribing	
Advertise this list when people ask what lists are on this website?	<input checked="" type="radio"/> No <input type="radio"/> Yes
What steps are required for subscription? Change	<input checked="" type="radio"/> restrict <input type="radio"/> require approval <input type="radio"/> confirm+approval
Membership options	
Who can view subscription lists? Change	<input type="radio"/> Anyone <input checked="" type="radio"/> List members <input type="radio"/> List admin only
If new member adds are they're not directly recognizable as valid adds? Change	<input type="radio"/> No <input checked="" type="radio"/> Yes
General posting filters	
Must posts be approved by an administrator?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Filter for pending postings to list members? (under 'posting only') Change	<input type="radio"/> No <input checked="" type="radio"/> Yes
Addresses of new lists accepted for posting to this list without explicit approval requested. (See 'Exclude to list members' for whether or not this is in addition to allowing posting by list members) Change	<input type="text"/>
Spam-specific posting filters	
Must posts from list members or designated (to cc) lists be among the accepted ones when spam is specified below? Change	<input type="radio"/> No <input checked="" type="radio"/> Yes
Other users (groups) which qualify as equal to cc or designated users for the list. Change	<input type="text"/>
Check on new posts before accepting requests for a posting. Change	<input type="checkbox"/>

4. Change the option next to 'What steps are required for subscription?' to 'require approval'. This means you will be able to 'intercept' any requests to join your list, and prevent them doing so.

How do I...

...change the information on the List information page? or change the welcome message that new subscribers get?

1. Go to your list administration page at <http://lists.ucles.org.uk/lists/admin/<listname>>
2. Enter your password.
3. Click on 'General Options'

Description	Value
Advertising the list when people add what list are on in their profiles?	<input checked="" type="radio"/> No <input type="radio"/> Yes
What steps are required for subscription?	<input checked="" type="radio"/> confirm <input type="radio"/> require approval <input type="radio"/> confirm + approval
Who can view subscription list?	<input type="radio"/> Anyone <input checked="" type="radio"/> List members <input type="radio"/> List admin only
If how member edits as they're not directly recognizable as email edits?	<input type="radio"/> No <input checked="" type="radio"/> Yes
What parts are approved by an administrator?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Fastest posting package to list members? (number, posting, only)	<input type="radio"/> No <input checked="" type="radio"/> Yes
Address of members accepted for posting to this list without explicit approval, acquaintance, etc. (Part of list members' list whether or not this is in addition to allowing posting by list members)	<input type="text"/>
What parts have list member in description (to or) field (to be wrong, for example) like names, sponsored links?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Allow names (regardless) which qualify as explicit to or cc distribution names for this list.	<input type="text"/>
Setting to acceptable number of recipients for a posting.	<input type="text"/>

4. In the box to the right of 'An introductory description...' write a description of the list, who and what it is for, any special rules, etc. Anything you write here will appear on the list info page (the page you send people to when you advertise the list).
5. This is also a good place to put any disclaimer about the content of the messages not being official UCLES policy, etc.
6. To change the text of the welcome email message people get when they subscribe, type in the box to the right of 'list specific text prepended...' Most people repeat what they have put on the list info page, but this is a good place to add a note about what is and isn't acceptable on the list (e.g. messages concerning the administration of exams if it's a list for teachers to share teaching ideas).