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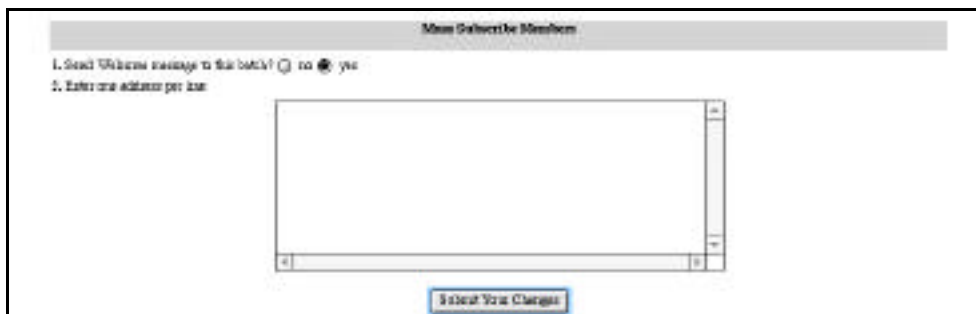   …change the information on the List information page? or change the welcome message that new subscribers get?

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.ucles.org.uk/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.

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'.

4. Find the address that you want to remove (if you have a large list you may need to scroll down and move to the next page). Remove the tick from the first box. Scroll down and click on the 'Submit your changes' button.

…change someone's address?

If someone changes their email address, the best way to change it is to remove the old address (see above) and resubscribe them with the new address.

How do I…

…make my list a moderated list?

1. Go to your list administration page at
    http://lists.ucles.org.uk/lists/admin/<listname>

2. Enter your password and click the button.

3. Click on 'Privacy Options'

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.ucles.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.ucles.org.uk/lists/admin/<listname>
2.   Enter your password and click the button.
3.   Click on 'Privacy Options'

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'

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).