

Distribution Lists

This section explains distribution lists and the operations that can be performed on them.

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What is a Distribution List?

Basically, a distribution list is a list of users who are to be sent a particular report.

A distribution list can also be made up of other distribution lists.

Users and lists can be grouped into one distribution list to create a distribution hierarchy that reflects your organization's structure. You can then use a distribution list as an addressee when defining report processing by entering the list name in a **Distribute To** field.

Any modifications in the contents of a distribution list are automatically reflected in all reports using this list.

Available Commands for Distribution Lists

To list all available commands for distribution lists:

1. In the object workspace, expand the **Distribution Lists** folder.
2. Select a list and invoke the context menu.

A list of available commands appears.

The following table briefly explains each command:

Command	Shortcut	Explanation
Add member	---	Add a new member to a distribution list.
Authorization	F9	Authorize a user to access a distribution list definition.
Delete	Del	Delete a distribution list definition.
Display	Ctrl+D	Display a distribution list definition.
Display Log	F10	Display log information for a distribution list.
Filter	F3	List selected distribution lists.
List	F8	List all distribution lists.
List members	---	List members of a distribution list.
New	Ctrl+N	Add a new distribution list.
Open	Ctrl+O	Modify a distribution list.
Rename	F2	Rename a distribution list.
XREF	Ctrl+Alt+X	Display cross-reference information for a distribution list.

Listing All Distribution Lists

To list all distribution lists:

1. In the object workspace, select the **Distribution Lists** folder.
2. Invoke the context menu and choose **List**.

All existing distribution lists are listed in the content pane.

For each distribution list, the following information is displayed:

Fields: List of Distribution Lists

Field	Explanation	
List	Name of the distribution list.	
Authorization	Authorization used to access the distribution list. Possible values:	
	ADMIN	Indicates that you are defined as administrator with owner authorization.
	PUBLIC	All users are authorized for the distribution list.
	(User ID or name of distribution list)	This user or the members of the distribution list are authorized for the list.
Members	Number of members in the distribution list.	
Part of	"Yes" means the distribution list is part of another distribution list, "No" that it is not.	
Description	A short description of the distribution list.	

Listing Selected Distribution Lists

▶ To list distribution lists according to selection criteria:

1. In the object workspace, select the **Distribution Lists** folder.
2. Invoke the context menu and choose **Filter**.

The **Select Distribution Lists** dialog appears in the content pane. It contains the fields **Distribution list** and **Authorization**.

3. Enter your selection criteria for the distribution lists.
4. Choose **OK**.

Now only distribution lists which satisfy the selection criteria appear in the expanded **Distribution Lists** folder in the object workspace.

Adding a Distribution List

▶ To create a new distribution list:

1. Select the **Distribution List** folder in the object workspace and invoke the context menu.
2. Choose **New**.

The **New Distribution List** window opens in the content pane:

3. Enter your data. The fields are described below.
4. When you have finished, choose the **OK** button to save your data.

Fields: Distribution List

Field	Explanation
Name	Enter a name for the list.
Description	Enter a short description for the list.
Member List	Use the Select button to add users to the list. See <i>Adding a User or List to a Distribution List</i> below.

Adding a User or List to a Distribution List

▶ To add a user or distribution list to a distribution list:

1. Choose the **Select** button on the right under **Member List**.
2. Then proceed as described under *Adding a Member to a Distribution List*.

Deleting a User or List from a Distribution List

To remove a user or distribution list from the **Member List**, proceed as described under *Deleting a Member from a Distribution List*.

Modifying a Distribution List

▶ To modify a distribution list:

1. Select the desired list in the object workspace or in the list of distribution lists.
2. Invoke the context menu and choose **Open**.
3. The distribution list is displayed, and you can modify it. The individual fields are described under *Adding a Distribution List* above.

You can add a user or list to the distribution list, or delete a user or list from it, as described under *Adding a Distribution List* above.

Displaying a Distribution List

▶ To display a distribution list:

1. Select the desired list in the object workspace or in the list of distribution lists.
2. Invoke the context menu and choose **Display**.

The distribution list is displayed. For an explanation of the fields, see *Adding a Distribution List*.

Renaming a Distribution List

▶ To rename a distribution list:

1. In the object workspace or in the list of distribution lists, select the desired list.
2. Invoke the context menu and choose **Rename**.
3. Change the name of the selected list, and press ENTER.

Deleting a Distribution List

▶ To delete a distribution list:

1. Select the desired list in the object workspace or in the list of distribution lists.
2. Invoke the context menu and choose **Delete**.

A dialog appears, asking you to confirm the deletion.

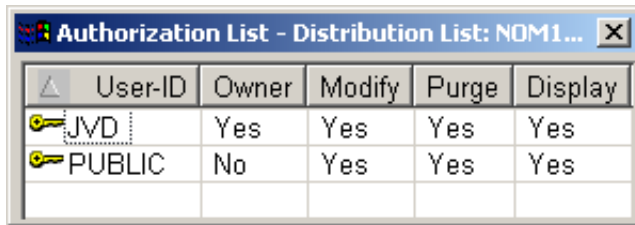
3. Choose **Yes** to delete the list, or **No** to cancel the operation.

Authorizing User Access to a Distribution List

▶ To authorize user access to a distribution list:

1. In the object workspace or in the list of distribution lists, select the desired list.
2. Invoke the context menu and choose **Authorization**.

The **Authorization List** appears:

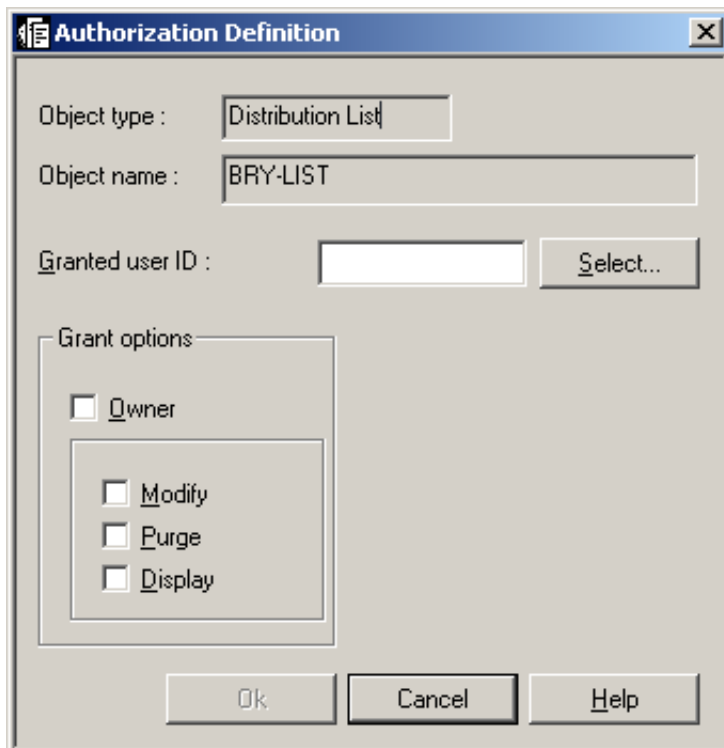


△	User-ID	Owner	Modify	Purge	Display
🔑	JVD	Yes	Yes	Yes	Yes
🔑	PUBLIC	No	Yes	Yes	Yes

It lists all users and user groups on distribution lists who are authorized for the distribution list. It also displays their authorization level.

3. Invoke the context menu for the dialog and select **New**.

The following dialog appears:



Authorization Definition

Object type : Distribution List

Object name : BRY-LIST

Granted user ID :

Grant options

Owner

Modify

Purge

Display

4. Enter data for the authorization. The fields are described under *Authorizing User Access to a Report Definition*.
5. When you are finished, choose **OK** to save your data.

Displaying Log Information for a Distribution List

▶ To display log information for a distribution list:

1. In the object workspace or in the list of distribution lists, select the desired list.
2. Invoke the context menu and choose **Display Log**.

A dialog appears.

▶ To display more detailed log information:

1. Select an entry from the log information dialog and invoke the context menu.
2. Choose **Info**.

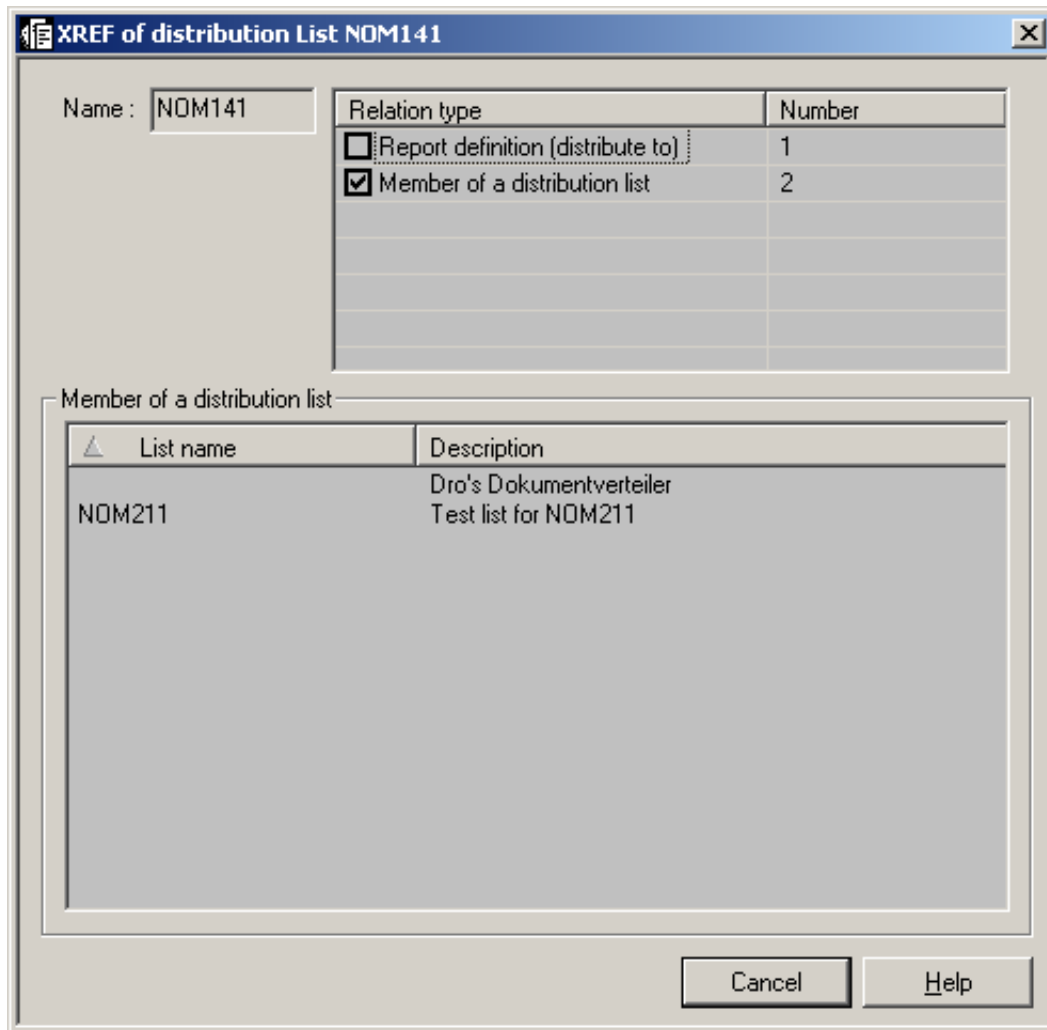
Detailed log information on the selected entry is displayed.

Displaying Cross-Reference Information for a Distribution List

▶ To display cross-reference information for a distribution list:

1. In the object workspace or in the list of distribution lists, select the desired list.
2. Invoke the context menu and choose the **XREF** command.

A dialog similar to the following appears:



► **To display more information on a relation type:**

- Check a box preceding a relation type to display more information in the area in bottom half of the dialog.

Listing Members of a Distribution List

► **To list members of a distribution list:**

1. In the object workspace or in the list of distribution lists, select the desired list.
2. Invoke the context menu and choose the **List Members** command.

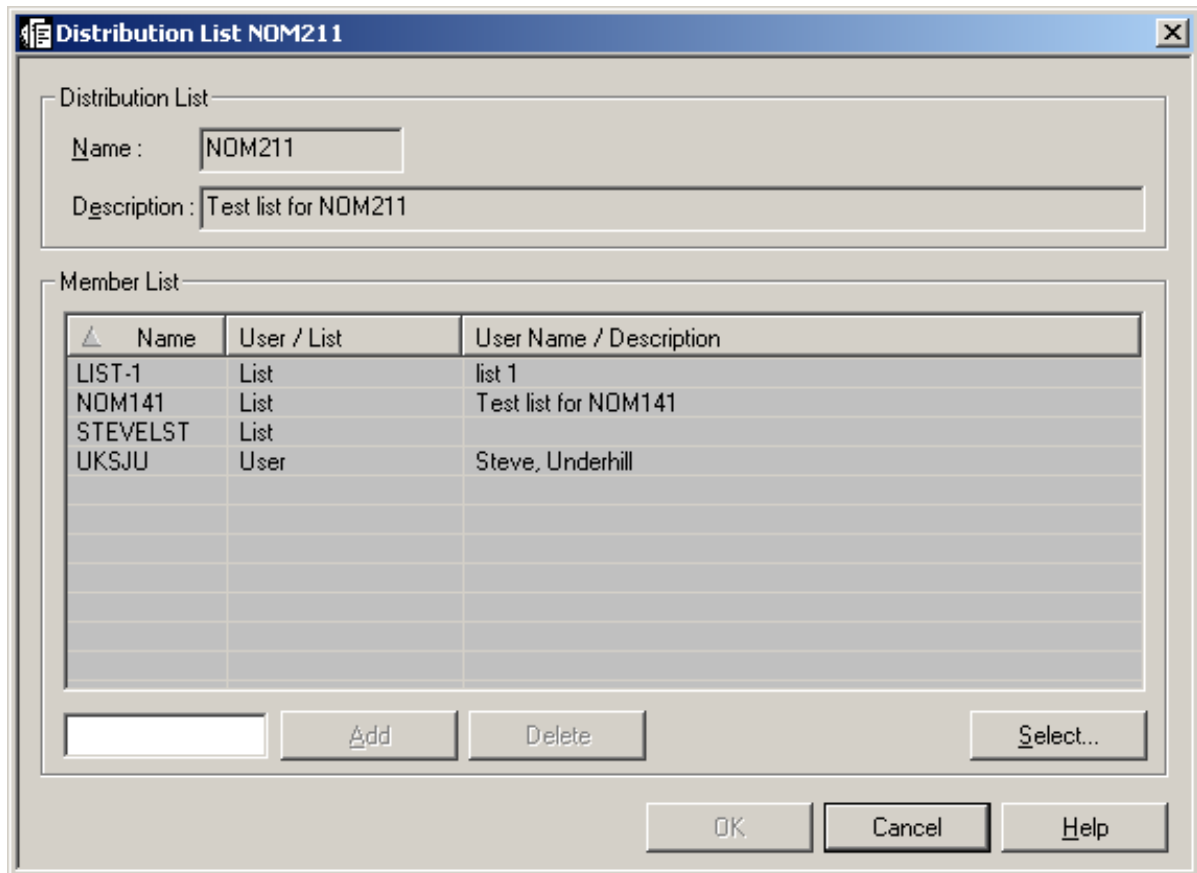
A list of the members of the distribution list appears.

Adding a Member to a Distribution List

► **To access the distribution list window:**

1. Select the appropriate distribution list in the object workspace or in the list of distribution lists.
2. Invoke the context menu and choose **Add Member**.

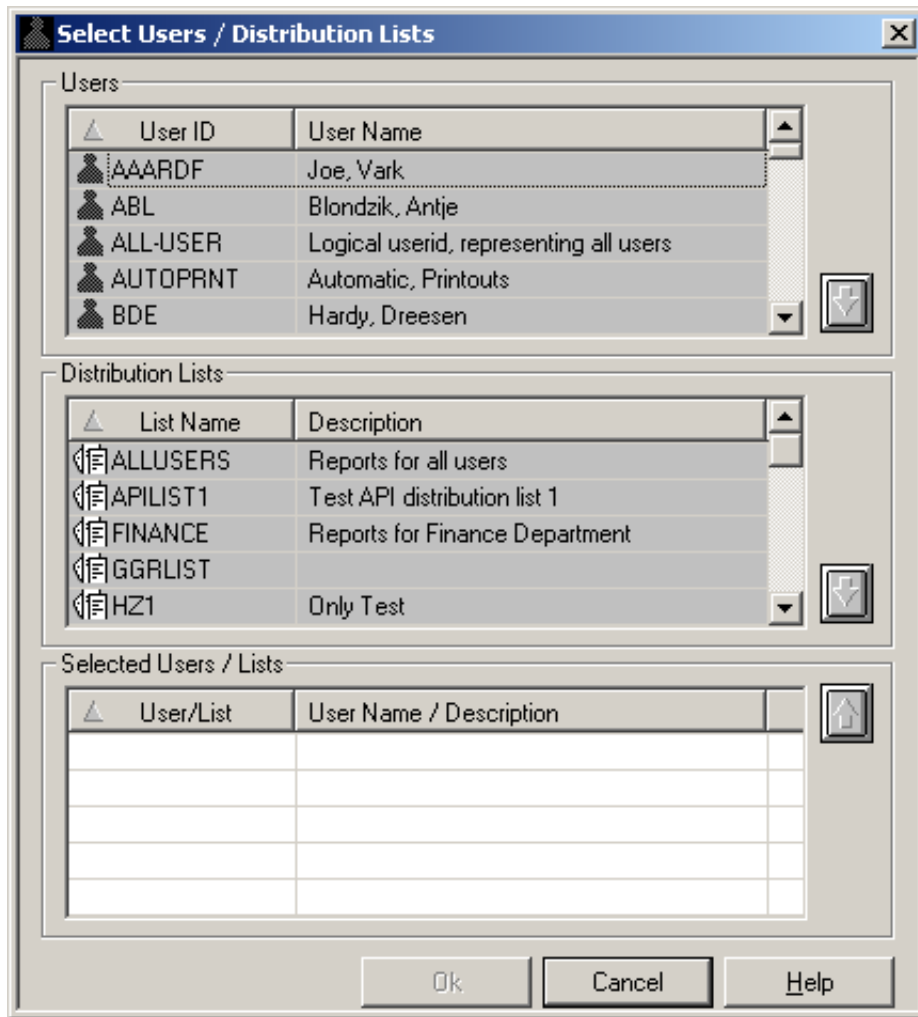
A window similar to the following appears:



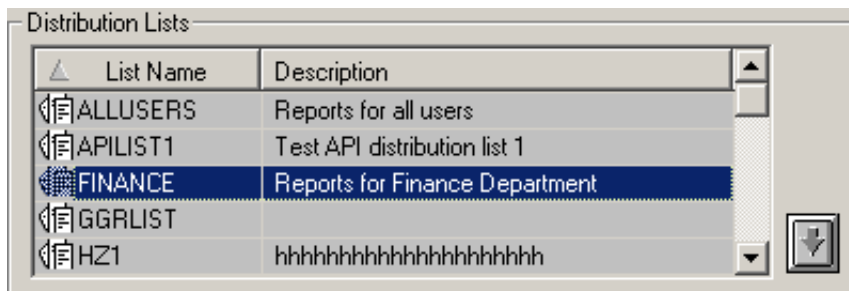
▶ **To add a user or distribution list to a distribution list:**


1. Choose the **Select** button on the right under **Member List**.

The **Select Users / Distribution Lists** dialog opens in the content pane:

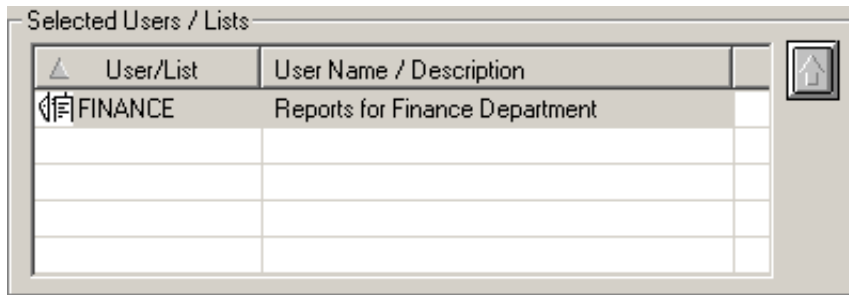


2. Select a user ID or list name; for example:



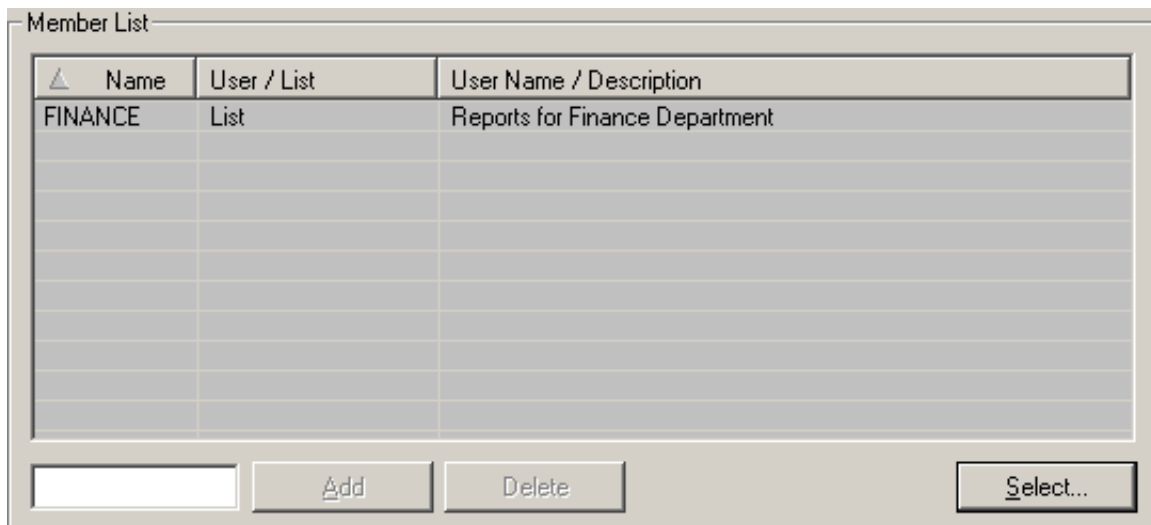
3. Choose the down arrow  on the right.

The selected user ID or list name appears in the **Selected Users / Lists** section at the bottom of the dialog:



4. Choose the **OK** button.

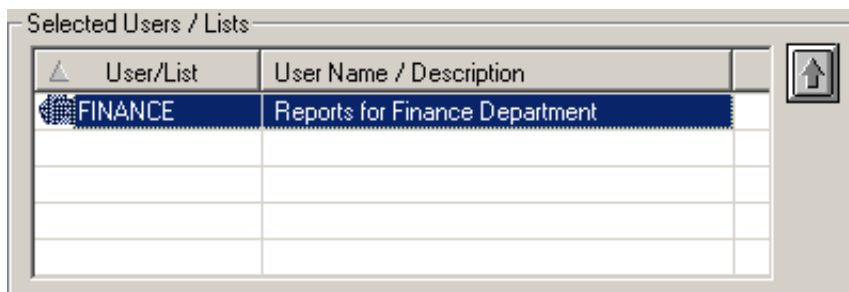
The selected user ID or list name now appears in the **Distribution via NOM** section of the Distribution dialog:



Deleting a Member from a Distribution List

▶ **To remove a user or distribution list from the Member List:**

1. In the **Selected Users / Lists** section at the bottom of the **Select Users / Distribution Lists** dialog, select the user or list to be removed:



2. Choose the up arrow  on the right.

The selected user or list is removed from the **Selected Users / Lists** section and is removed from the Member List.