

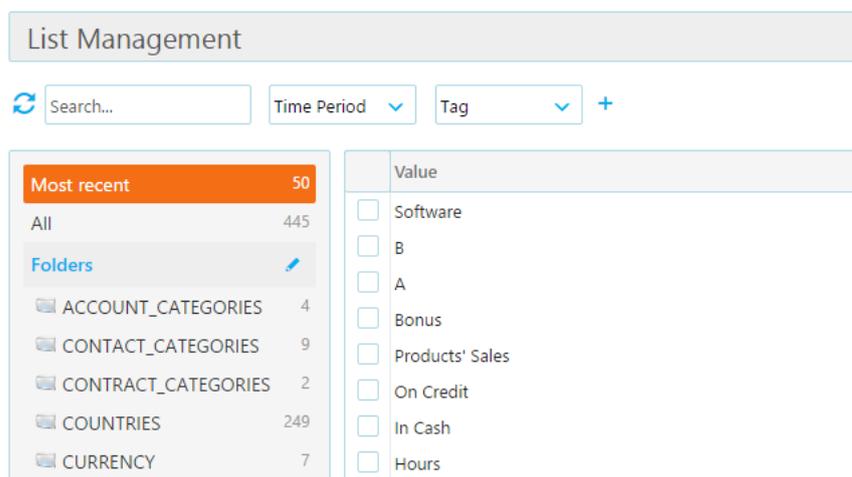
List Management

Comidor users can create category Lists in various Comidor units. In List Management Unit anyone who has access in this unit of Business Administration package can monitor and control the Lists that the Comidor Users have created.

- 1 Unit List Management helps you administer data lists, that are used by other units.

View a List

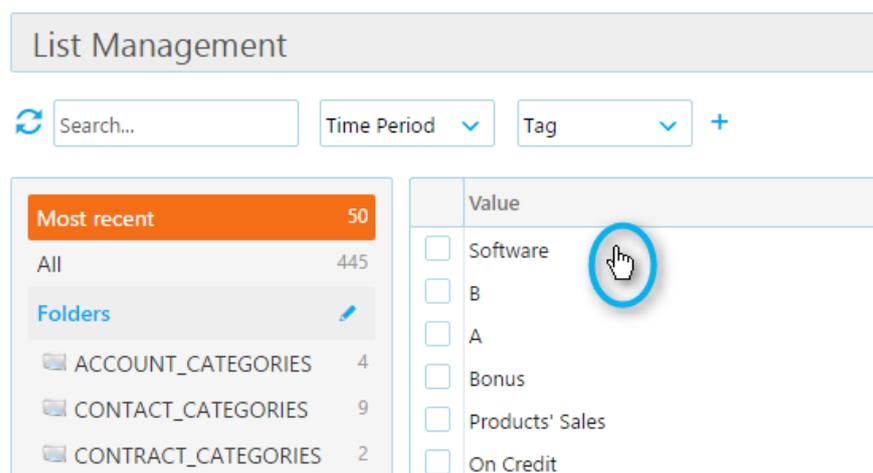
1. Go to Application Menu Icon () > Business Administration > List Management.



The screenshot shows the 'List Management' interface. At the top, there is a search bar and two dropdown menus for 'Time Period' and 'Tag'. Below this, there is a table with two columns: 'Value' and a list of categories. The categories listed are: Software, B, A, Bonus, Products' Sales, On Credit, In Cash, and Hours. The 'Software' category is highlighted with a blue circle.

Value
<input type="checkbox"/> Software
<input type="checkbox"/> B
<input type="checkbox"/> A
<input type="checkbox"/> Bonus
<input type="checkbox"/> Products' Sales
<input type="checkbox"/> On Credit
<input type="checkbox"/> In Cash
<input type="checkbox"/> Hours

2. Click on a list to view its details.



The screenshot shows the 'List Management' interface. At the top, there is a search bar and two dropdown menus for 'Time Period' and 'Tag'. Below this, there is a table with two columns: 'Value' and a list of categories. The categories listed are: Software, B, A, Bonus, Products' Sales, and On Credit. The 'Software' category is highlighted with a blue circle, and a hand cursor is pointing to it.

Value
<input type="checkbox"/> Software
<input type="checkbox"/> B
<input type="checkbox"/> A
<input type="checkbox"/> Bonus
<input type="checkbox"/> Products' Sales
<input type="checkbox"/> On Credit

3. View the Summary of the list.

The screenshot shows a software management interface. At the top, there is a header with navigation icons (back, edit, menu) and the title 'Software'. Below the header, there are two main sections. On the left, a 'Summary' box is highlighted with a red arrow pointing to it. Below 'Summary' is a 'Notes (0)' link. On the right, a table displays details for the selected item:

Name	SYS_ACCOUNTING_CODES
Code	Software
Value	Software

Below the table, there is a metadata box containing the following information:

- Created on Jun 30, 2016 4:38:03 PM by 10000
- Last updated on Jun 30, 2016 4:38:03 PM by 10000

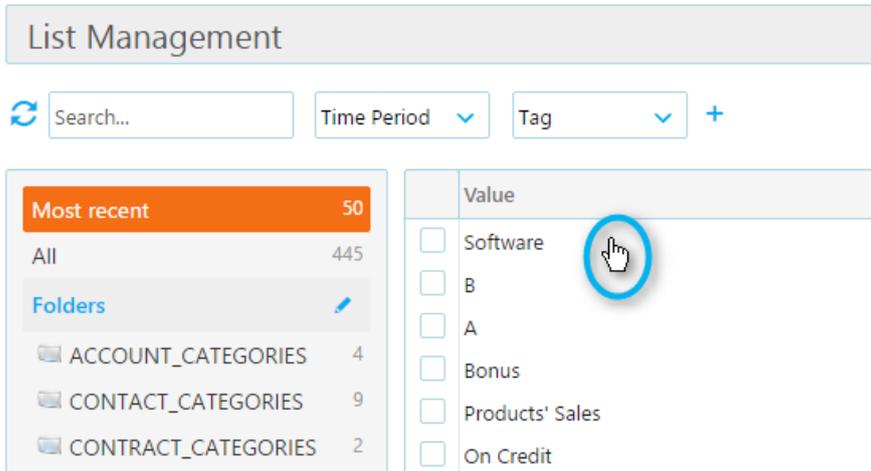
4. Click on the *Notes* to write down a comment for this list. All the Users that have access in List Management Unit of Business Administration package can read any discussion that occurs inside that list in Notes. Click on **Refresh** to see new comments; click on **Show More** or **Show Less** to see the amount of comments you wish. Write a note and click on **Comment** to see it added.

- i** Anyone who has access in List Management Unit of Business Administration package will be notified upon the specific list.

This screenshot shows the 'Notes' section of the software list interface. The 'Notes (0)' link is highlighted with a red arrow. Above the notes area, there is a toolbar with three buttons: 'Refresh', 'Show More', and 'Show Less'. Below the toolbar is a text input field for writing a comment. To the right of the input field is a green 'Comment' button with a hand cursor over it, indicating it is clickable.

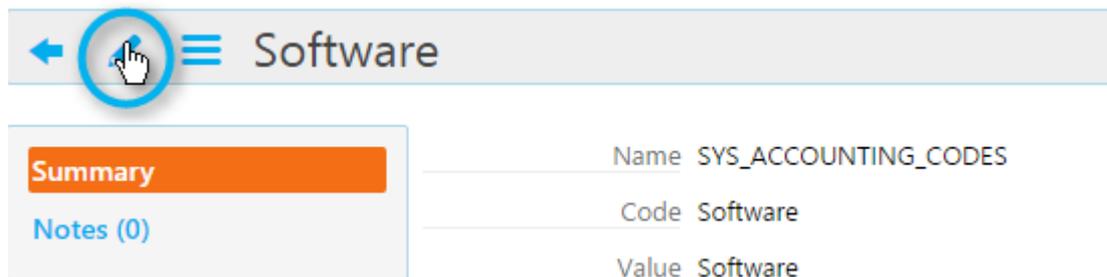
Edit a List

1. Go to Application Menu Icon () > Business Administration > List Management.
2. Click on the list you want to edit to open it.

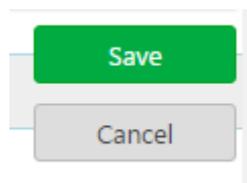


3. Click on the **Edit Button** to open the edit form.

 You are not permitted to edit the list's Name or Code. You may only edit the Value of the list entry.



4. Edit the information you want and click on:
 - **Save** to save the changes and close the edit form.
 - **Cancel** to close the edit form without saving.



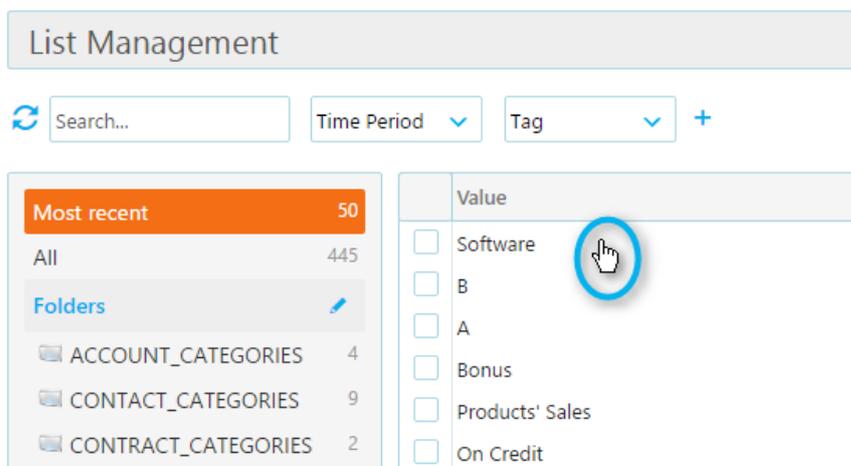
Delete a List

Actions Button

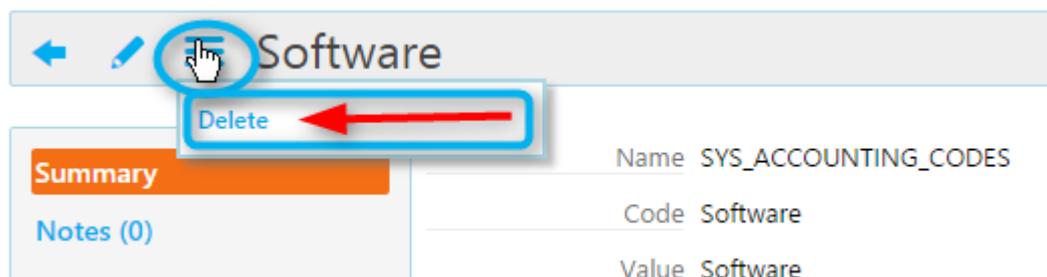
- i** If you delete a list entry, all the entities that are linked to it will be unlinked from the specific list.

1. Go to Application Menu Icon () > Business Administration > List Management.

2. Click on the list you want to delete to open it.

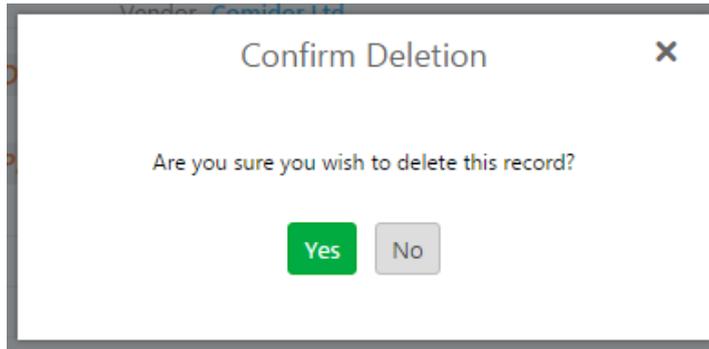


3. Click on the **Actions Button** and choose the option **Delete**.



4. The confirmation box will open.

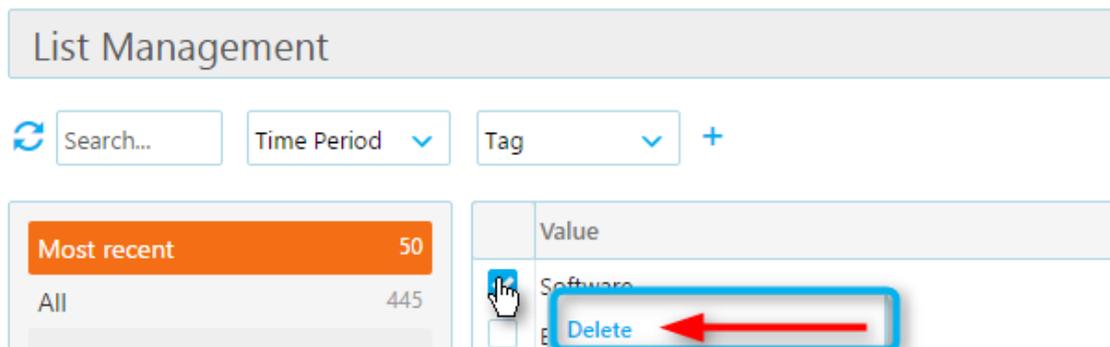
- i** Click on **Yes** to confirm the deletion.
- i** Click on **No** to go back to the view form or close the window (**X**).



Delete a List

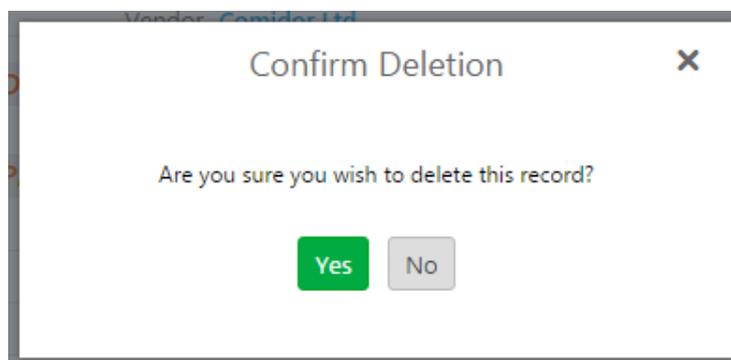
Table of Lists

1. Go to Application Menu Icon () > Business Administration > List Management.
2. Click in the **Check box** of the list you want to delete and choose the option **Delete**.



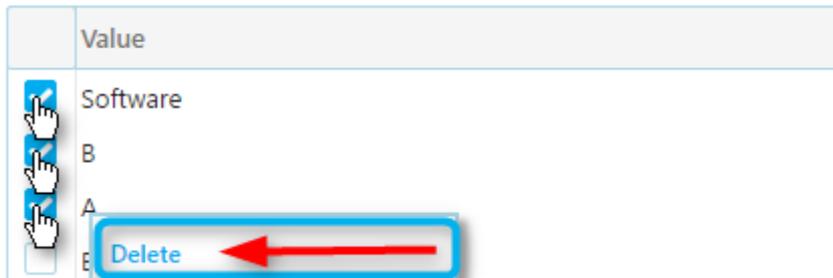
3. The confirmation box will open.

- Click on **Yes** to confirm the deletion.
- Click on **No** to go back to the view form or close the window (X).



Delete a group of Lists

1. Go to Application Menu Icon () > Business Administration > List Management.
2. Click in the **Check boxes** of the lists you want to delete and choose the option **Delete**.



3. The confirmation box will open.

- 1. Click on **Yes** to confirm the deletion.
- 1. Click on **No** to go back to the view form or close the window (**X**).

