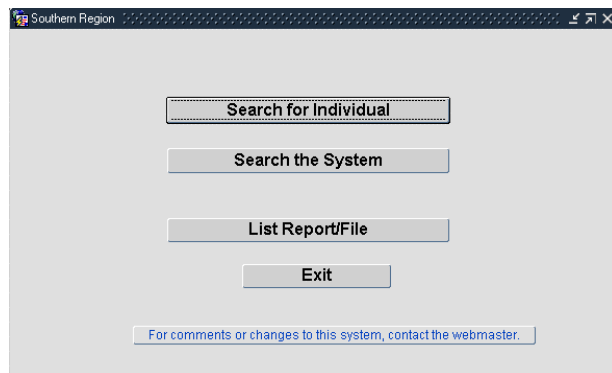


Southern Mailing List User Guide

How do I login to the system

- The url for the system is srdc.msstate.edu/maillinglist.htm.
- Once you have accessed the site, type in your user id and pin number. (To obtain a user id and pin number please send an email to sml@ext.msstate.edu).
- You will then see the opening screen.



How do I search for an individual

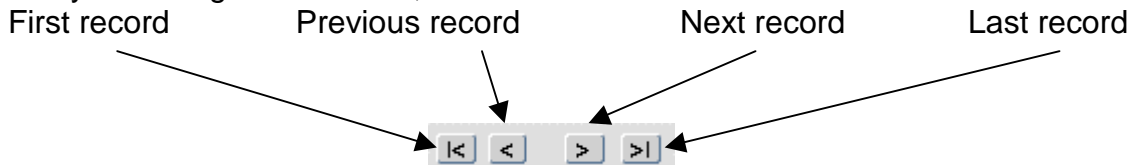
- On the opening screen, left click the Search for Individual button.
- You may either enter the person's first name, preferred name, last name, title, institution, address, organization, city, state, zip, country, telephone, mobile, email, fax, position, region, program specialty, sub-program or discipline to perform a search. Left click in the corresponding field, and type in the information.
- Left click the Search button.
- You may perform a wildcard search by typing in one or more letters followed by or preceded with a % sign. For example: M% entered in the last name field to display all last names beginning with the letter M or %con to display all last names ending in con.

A screenshot of a web browser window titled "Southern Region-Member Records". The window contains a search form with several fields and buttons. At the top, there are buttons for "Search", "Lists", "Print", "Clear", "Main Menu", and "Close". The form fields are organized as follows: "Prefix" (dropdown), "First Name", "Preferred Name", "Middle Name", "Last Name", and "Suffix" (dropdown) are in a single row. Below this is "Title". "Organization" is a text field. "Institution" is a dropdown menu currently showing "--Not Selected--". "Address 1" and "Address 2" are text fields. "City", "State", "Zip", and "Country" are text fields. "Delivery Address" is a text field. "Telephone" and "Telephone2" are text fields. "Email" is a text field. "Position" is a dropdown menu currently showing "--Not Selected--". "Region" is a dropdown menu currently showing "--Not Selected--". "Program Specialty", "Sub-Program", and "Discipline" are dropdown menus, all currently showing "--Not Selected--". "Code" is a text field.

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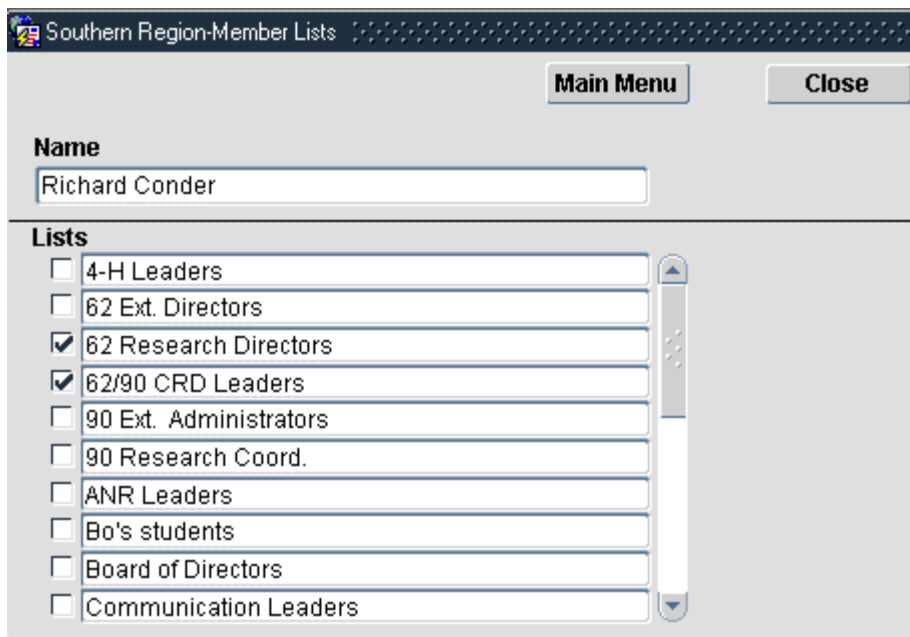
How do I cycle through individual records

- If you have performed a search for an individual that has returned several records, you may need to cycle through the records in order to find the correct individual's information.
- To find out how many records the system has found look in the bottom left corner of the screen and the system will tell you what record number you are viewing of the total records retrieved. **Record: 1/15**
- To cycle through the records, left click the record buttons.



How do I find list information for an individual

- Once you have retrieved an individual's information, left click the Lists button to find out the list information for the individual. **Lists**
- The lists that the individual is a member of will have check marks.




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How do I return to the individual record screen from the lists screen

- Left clicking the Close button on the lists screen automatically returns you to the member record screen.
- Left clicking the Main Menu button will return you to the opening screen.

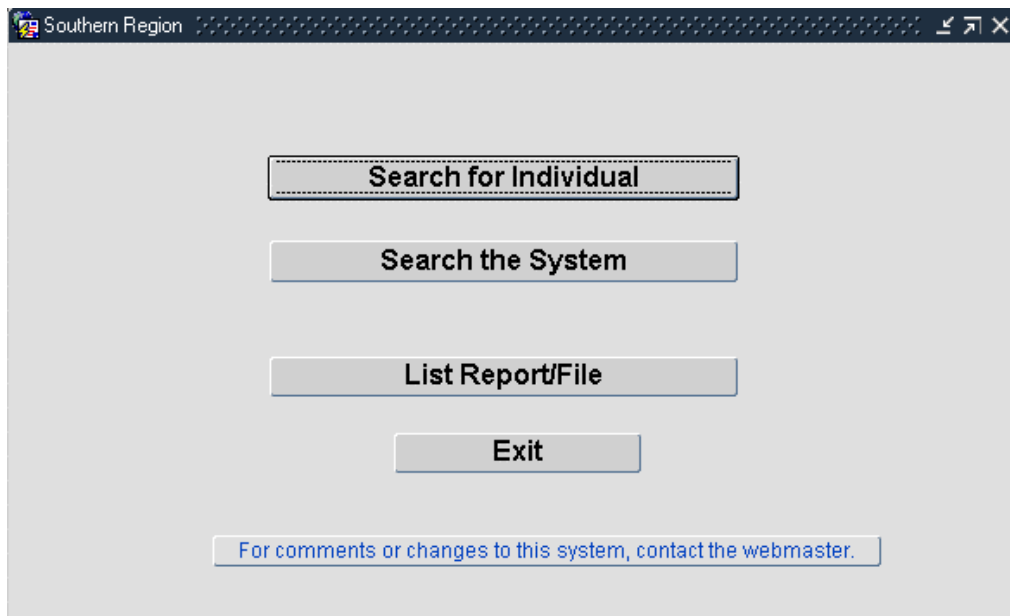


How do I print an individual's record

- While viewing the individual's record on the member record screen, left click the Print button. 

How do I search the system for general information

- The system has the ability to allow the user to retrieve information based on general areas such as by state, region, institution, list etc.
- You can also choose the sort order for the information.
- From the opening screen left click the Search the System button.



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- To select a search criteria Left click the drop down arrow for the field you wish to search. For example, to pull all information for Alabama you would left click the drop down arrow for State and left click to select Alabama.
- You may also select the order in which you want the information to be sorted. Left click to select the first sort field and left click the right arrow to move the field in the Sort Order column. You may move all fields by left clicking the double right arrow.

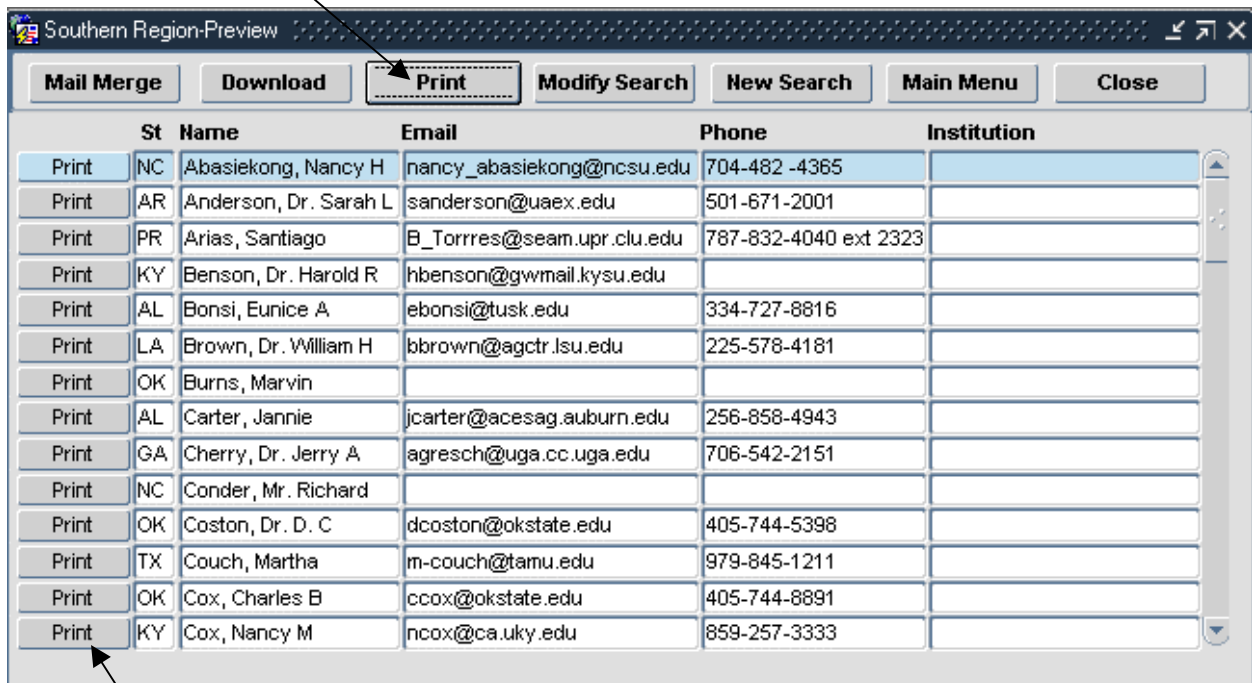
The screenshot shows the 'Southern Region-Search' application window. It is divided into two main sections: 'Enter Search Criteria' on the left and 'Enter Sort Order*' on the right. The 'Enter Search Criteria' section contains several dropdown menus for State, Region, Institution Type, and Position, and text input fields for Member Last Name, Member First Name, Organization, Institution, Program Speciality, Sub-Speciality, Discipline, and Sort Code. Below these is a 'List Name(s):' dropdown and a 'List Join Condition:' section with radio buttons for 'And' and 'Or'. The 'Enter Sort Order*' section has a 'Selection List' column with fields for Member Name, State, Region, Organization, Institution, Program Special, Sub-Speciality, Discipline, Position, and Sort Code. To the right of this is a 'Sort Order:' column with corresponding empty input boxes. Arrows point from the text in the first list item to the dropdown arrows in the search criteria section, and from the text in the second list item to the arrows between the Selection List and Sort Order columns. At the bottom right, there is a checkbox 'Include Duplicates in Reports/Data?', and buttons for 'Preview', 'Main Menu', 'Clear', and 'Close'. A note at the bottom of the sort order section states '*Default Sort is by Member Name'.

- You may also reorder the sort fields by left clicking to select the field in the Sort Order column and left clicking the up and down arrows to move the selected field.
- You may remove fields from the Sort Order column by left clicking the left arrow to remove a single field or left clicking the double sided arrow to remove all fields.
- You may also retrieve information on members from more than one list. Using the drop down arrows, left click to select the lists that you want to retrieve information from. You may select either an "Or" or "And" Join Condition. For example, If I want to retrieve members from Alabama that are members of the 4-H Leaders List and the Research Coordinators List, I would select both lists and the "And" Join Condition.
- Once all criteria for the search have been selected, left click the Preview button to retrieve the information from the system.

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How do I print retrieved general information

- To print all of the information that was retrieved, left click the Print button at the top of the screen.



- To print an individual's information, left click the print button to the left of the individual's name.
- You may also double left click the name of an individual to bring up the information for that individual.

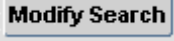
How do I download the retrieved information

- Left click the download button to download the retrieved information into an Excel file.

How do I mail merge the retrieved information

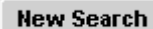
- Left click the Mail Merge button to download the retrieved information into an Excel data file that can be used for a mail merge.

How do I modify the retrieved information

- Left click the Modify Search button to modify the search criteria. 
- You will be returned to the Search screen but all of the previously entered criteria will still be on the screen.
- Make the necessary changes and left click the Preview button.

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How do I conduct a new search



- Left click the New Search button to return to the Search screen.
- The Search screen will be blank to allow you to conduct a new search.

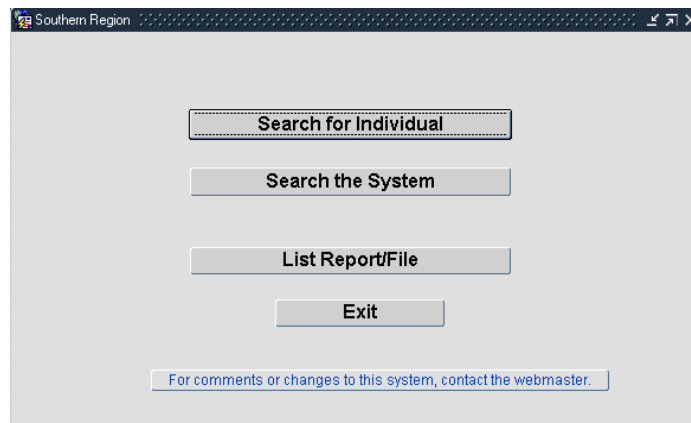
How do I close the preview information screen

- To close the Preview Information screen, you may either left click the Main Menu button to return to the Opening screen or you may left click the Close button to return to the Search screen.



How do I retrieve all of the members from a list

- On the opening screen, Left click the List Report/File button.

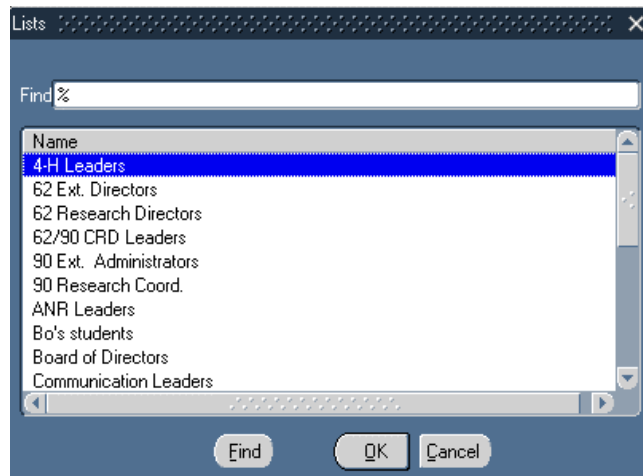


- From the List Report/File screen, left click the Lists button.

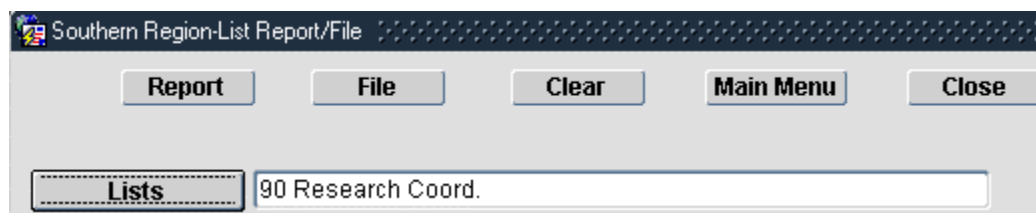


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- You may type a letter(s) in the Find field to jump to all lists that begin with that letter(s). Once you have the letter(s) typed in, left click the Find button. The system will show you only the lists that begin with those letter(s).
- Once you have selected a list, left click the Ok button.
- If you want to cancel the search and return to the List Report/File screen, left click the Cancel button.



- Once you have selected a list you will return to the List Report/File screen. The list you have selected will appear in the white box.
- To retrieve a report with all of the list's member information, left click the Report button.
- To download the list's information into an Excel file, left click the File button.



- Finally, to close the List Report/File screen, either left click the Main Menu or the Close button to return to the Opening screen.

How do I exit the system

- Left click the Exit button on the Opening screen to exit the system.

How do I send comments or suggestions to the system programmers

- On the opening screen, left click the Comment button to open a form that you can fill out to submit changes to the system to the system programmers.

[For comments or changes to this system, contact the webmaster.](#)

Computer Applications Services Mississippi State University Extension Service

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