

Create A Saved List

The following are procedures for creating saved lists in Colleague. There are two methods:

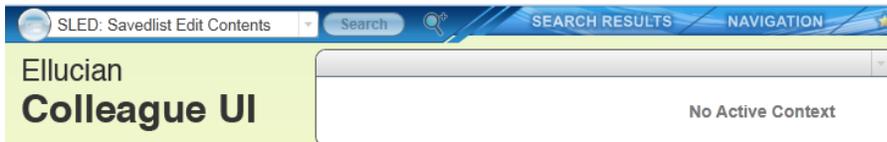
Method #1: Enter IDs manually

Method #2: Copy IDs from a column in an Excel spreadsheet

NOTE: Refer to "View the Contents of a Saved List" if you would like to verify the contents of your saved list.

Method #1: Enter IDs manually

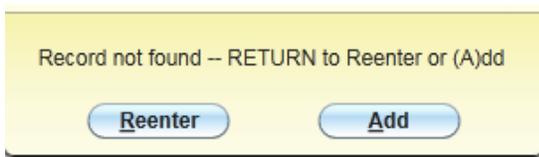
- Enter SLED as the form name.



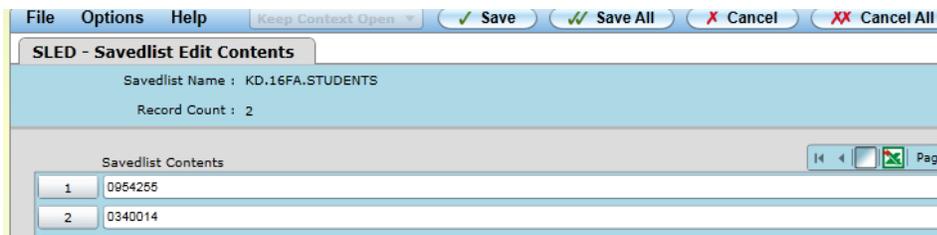
- Enter a saved list name when prompted. It is recommended that you begin the name of the saved list with your initials to help make it unique. It cannot contain spaces.



- Click OK.
- Click Add.



- Enter the IDs. Be sure to include the leading zeroes!! Click "Save All".



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Method #2: Copy IDs from a column in an Excel spreadsheet

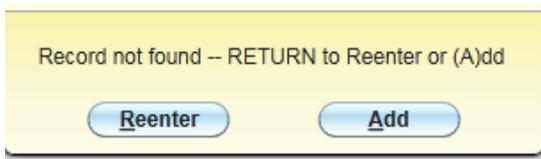
- Enter SLED as the form name.



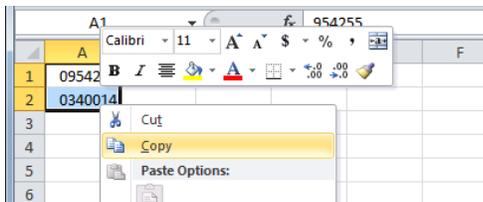
- Enter a saved list name when prompted. It is recommended that you begin the name of the saved list with your initials to help make it unique. It cannot contain spaces.



- Click OK.
- Click Add.



- Highlight the IDs in your spreadsheet. Then right-click, and choose Copy.



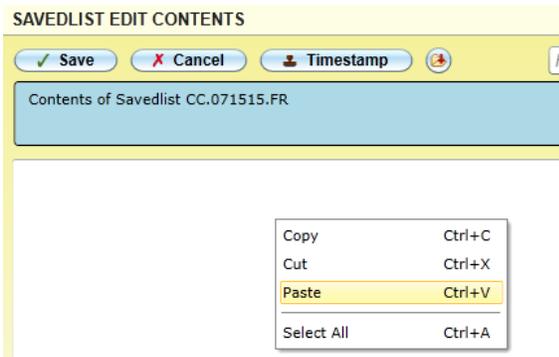
NOTE: If the IDs do not have leading zeroes, refer to "Add Leading Zeroes to IDs in a Spreadsheet".

- Click the "Detail" icon in SLED in Colleague.

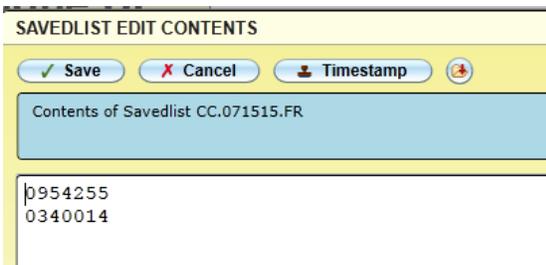


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- Right-Click and choose Paste.



- Click Save.



- Click Save All.

