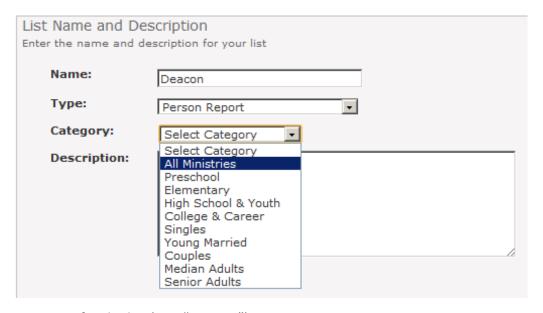




Arena Create & Save A List

NOTE: Lists are used as an effective way to view selected records and also serve as an easy and quick reporting tool. Use the steps below to create a "Deacons" list.

- 1. Click **Membership** in the Navigation area.
- 2. Choose **Shared Lists**.
- 3. Click the **Add New List** icon located at the bottom right of the grid area. (**Note**: We will keep the default type as Basic)

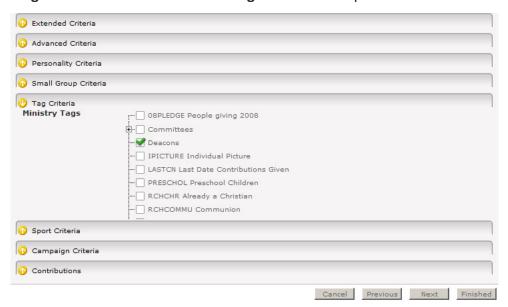


- 4. Enter a Name for the list (i.e., "Deacon").
- 5. Choose **Person Report** for Type.
- 6. Choose All Ministries for the Category.
- 7. Click the **Next** button at the bottom of the form.

NOTE: At this point, you will see a large array of options that work as filters. Any field you choose will limit the content of the list (to conform to options chosen). For this exercise, we will only use the **Tag Criteria** section.



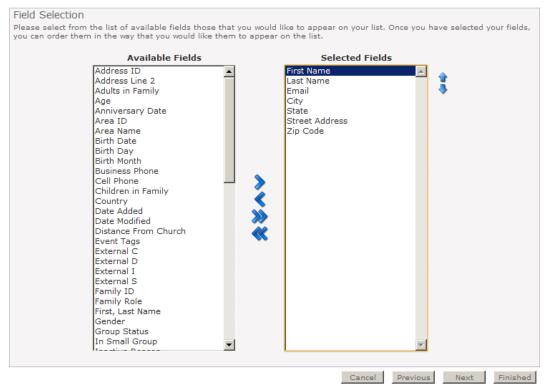
8. Click the Tag Criteria header to access the Tag Criteria filter options.



- 9. Locate and checkmark the tag you want used with this list.
- 10. Click the Next button.

NOTE: Your list can include any of the fields shown in the **Available Fields** section, as well as those that are in the default **Selected Fields** area.

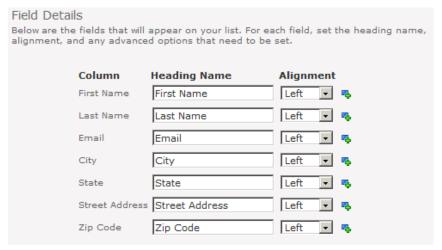
11. Use the arrows between the screens to remove or add fields to the **Selected Fields** section.



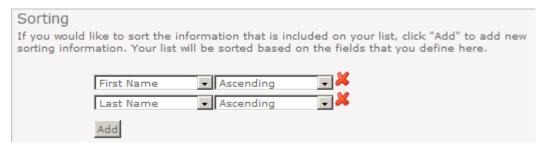
12. Use the Up/Down arrows to arrange the field order. Notice that in the screenshot above, we have rearranged the fields in this section.



- 13. Click the Next button.
- 14. Data in each column can be either Left, Center, or Right aligned. Change the alignment if desired.



- 15. Click the Next button.
- 16. The output of the list can be sorted by any field, in any order that you choose. Use the **Sorting** form to select the sort order (i.e., Ascending).



- 17. Click the Next button.
- 18. If you do not want the new list to run, remove the check mark from the **Run List Now** field.



- 19. Click Finished.
- 20. The program has now saved your list and you can simply select and run it at any time.