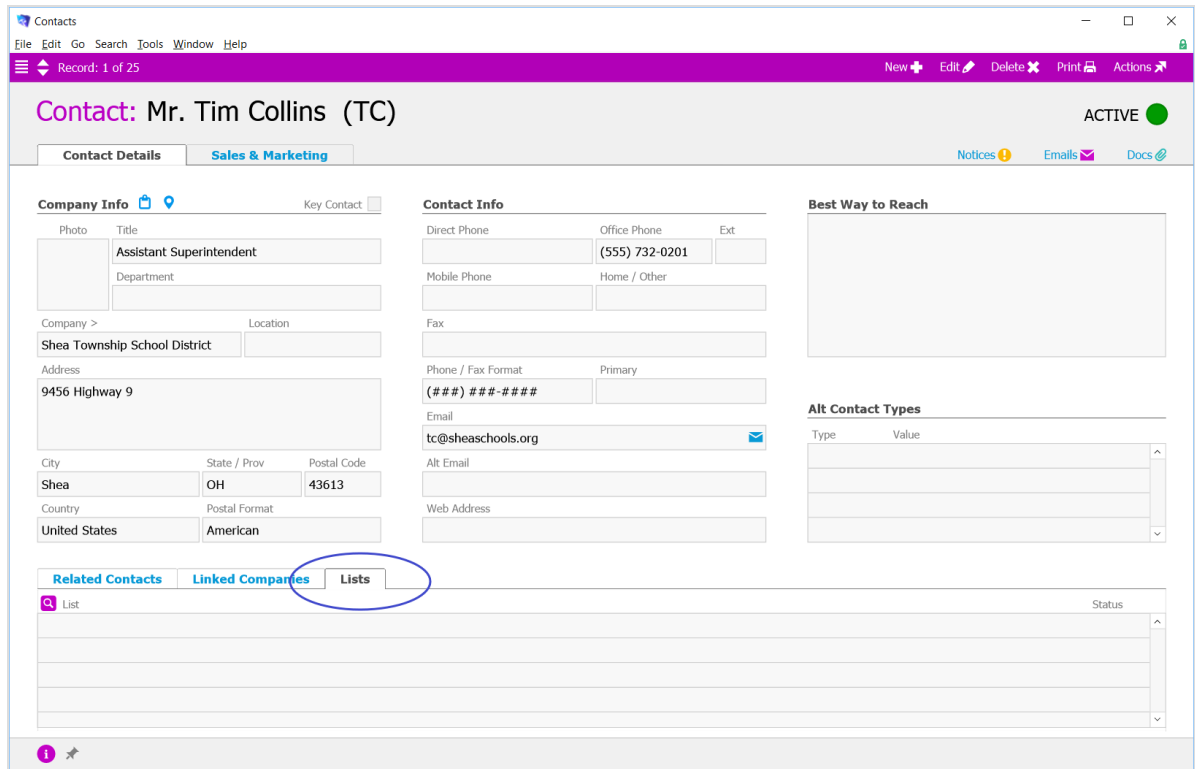



Linking to a List from the Companies, Contacts, or Campaigns Modules

1. Navigate to the module for the records you wish to add to a list (e.g. Contacts), then locate the desired record.
2. At that record's detail view, click the **Lists** tab.



3. Click the **Search** icon ().
4. In the Selector dialog, use the [Quick Search](#) bar to locate the desired record(s).
5. Click a record to move it to the Selected Lists section or click **Select All** to move all the currently displayed records.
6. Click **Save**.

Managing Records from the List View

You can also update lists from the Companies or Contacts modules List view. First, use the [Quick Search](#) bar to filter the displayed companies or contacts. Then in the menu bar, click **Actions > Add Companies/Contacts in Found Set to List**. The Lists Selector dialog displays for you to specify which list to add the records to. Clicking **Actions > Remove Companies/Contacts in Found Set** functions the same.

