



			Q. Search or type a command			Northwind Taders v 🚳 🗕 🗆 🗙	
			HR Posts Files Recruiting +			🗢 faan Confidential 🚥 🔘 🧔 🕼 Meet 🗸 🛩	
2	Pinned General Toys and Toys, Inc.		+ New item	Quick edit			T Filter 🔝 All items 🗸 🔘
۰.	Your beams		Name V	Position ~	Status ~	Interviewer ~	Notes ~
	Toys and Toys, Inc.	-	Aaron Builton	Inventory Manager	Top pick	o Beth Davies	Awesome background, lots of
comor	General		Bessie Russell	Forkift Operator	Offer sent	Demand Flores	Great experience, seems motiv
2	Orders Distribution		Julie Bell	Material Handler	Potential	Examination	Good vibe, schedule unpredic
	HR		Tomothy Watson	Warehouse Associate	Nope	Dwight Henry	Late to call, bad attitude
	2 more channels		Beth Steward	Warehouse Packer	Offer sent	Rosemary Nguyen	Worked here last season, know-
		Tomothy	Machine Operator	Potential	🐮 Kardo Cooper	Solid but not a great interviewer	
			Irma Williamson	Warehouse Packer	Offersent	🍓 Tomothy Watson	Sounds super reliable and det
			Arlene Richards	Material Handler	Offer sent	🔕 Courtney Heakins	Can do nights and weekends
			Jorge Warren	Forkift Operator	Nope	(B) Theresa Fox	Accident history, no referrals
			Randall Howard	Warehouse Packer	Nope	(beth Steward	Good work ethic and employm
			Jerome Webb	Machine Operator	Potential	🧔 Jorge Warren	Interviewed well, but unpredic
			Evan Robertson	Material Handler	Nope	K Annald Cooper	Previous employer cautions us
8							
۲	Join or create a team						

Microsoft Lists Track information. Organize work. Get things done.





Start in Teams

Lists, a new Microsoft 365 app, provides a simple, smart, and flexible way to organize work and track the information that matters most to your business.

As part of Microsoft 365, Lists is backed by the same enterprise-ready security and compliance you trust today.







Find everything in Lists home

Your smart information tracking app across Microsoft 365

You can create and share lists that help you track issues, assets, routines, contacts, inventory, and more. Start from Lists home, Microsoft Teams, or SharePoint using readymade templates. Customize your list through click-to-edit templates or by using the Power Platform. Lists let you add rules and notifications to keep everyone in sync.





Manage assets a simple approach

Ready-made templates help jumpstart list creation. They include preconfigured layouts with columns, color formatting, and data structure.

The **asset manager** template helps you keep track of physical assets that your team is using so you know who has which asset, which assets are in repair, and what the check-in and check-out dates are for each.

You can customize the list to fit your situation by changing formatting to highlight important data, configuring forms to see more at a glance, and setting reminders to keep you and your team up to date on what's happening.

Create your event itinerary —the smart way

Lists provide smart, built-in capabilities you can use to focus your team's attention and drive action. Use conditional formatting and if/then rules to notify contributors when something changes through visual cues, like color, or automated notifications, such as email or comments. If you need more powerful flows, Lists integrates with Power Automate, a no-to-low-code workflow design interface for people of all technical levels.

With the **event itinerary** template, you can organize all your important event details in one place, so everything runs smoothly. By toggling to the calendar view, you get a clear picture of event activities over time (day, week, month).

For enhanced collaboration and broader transparency, you can import existing lists or build a new list in Microsoft Teams by embedding the full-featured list as a tab in Teams.



Link content with conversations

And the formula formula for a formula	O, Seartus (generalised) - 11 K
An Burchan Sector 2000 100 100 100 100 100 100 100 100 10	teriodenin ito baginak 😳 baninana 🔍 bari
Image: Control of the control of t	
Annual Carlos Ca	Sancher Magnetication Second Automatication
An under land en ant de la man de l	toread Wind Syra Line 😪
Antal: Tensor entropy of the second	preventing the more land
Terreterer	
An provide	Angelandas dana 💦 May Ingelanda dana
Name water for the second seco	support set and a set of the set
Construction and American Americ American American A	Auderse name faith and the second sec
Guida Loan Jane Marka Anno 1999 Anno 199	uty, havy a Weinia
Even (or, hore	dee nikk ko yvit VA. Grádulmulas Den dee nikk harvitetetetetetetetetetetetetetetetetetete
Conclus interviewents	
Sourcease to be a	
(D) Alteritoria	elosar/a
O Abadumaria s -	

•		Apply conditional formatting	Image: Second	
Triage and	III Microsoft Lins D Search	a oo ? 👧		
fix issues	$+$ New \mathscr{O} Quick edit \sqcup Share 100 Export to Excel the PowerApps \lor \mathscr{B} Automate \lor \cdots	⊞ All bugs ~ ▽ ⊙	III Microsoft Lists C Search	0 0 7 (
IIX ISSUES	Ny list Issue tracker ~ *		+ New / Quick eds @ Share @ Exports Store Create a rule	
	○ E Name → E Description → ✓ Severity → ✓ Status → Q Assigned to ↓	Date created O Stack = O Link	My Str. Customize the condition by choosing a column, the value of t	he column, and who to notify.
6	Hint text does not meet contrast The placeholder text inside the text. (6) Critical (in progress)	6/1/2020 4 Dilps//www. 5/13/2020 12 Dilps//www.	uy, in: Customize the condition by choosing a column, the value of the condition by choosing a column, t	
•	Animation missing When a file is deleted, the icon shoul. () Loc Blocket Hang when saving email () After saving an email, the U is non re () Concat Oupstate	5/13/2020 12 http://www. 6/2/2020 2 http://www.	when a new item is created, sen	
	Icon missing The share icon does not show up in t (1 High) Completed	5/5/2020 24 http://www.	Hint text does not meet contrast The Animation missing CD value	Suggestion from list Speakers
	Delete button non-responsive 💮 Clicking on the delete button does n. (Normal) (In progress)	5/21/2020 8 http://www.	Hang when soving email (1) Ane	systems a
	Header is wrong color Our brand color is changing from gr. Uternal On progress Image: Color is changing from gr. Uternal Image: Color is changing from gr. Uternal Image: Color is changing from gr. Image: Color is changing from gr.	5/31/2020 & http://www. 5/31/2020 3 http://www.	Icon missing that the	
	Alter Window government and When a mail comes is the alter test	6/5/2020 0 http://www.	Delete button non-responsive 🕞 Click	
	Opening new message crashes syst 💬 If you this liver times and then ope 🛞 (must)	5/26/2020 10 http://www.	Header is wrong color Our	
	Visual tearing when closing dialog The screen "lears" in half when you e (terms) Here Drafts are read-only in external acc If you create an account that is not a (terms) Here	6/5/2020 0 http://www. 5/17/2020 19 http://www.	Make button radius 6px www	
	Bemove pills from column formatti 😳 I don't like pills. They are too fun. W., (Normal) (By design)	5/29/2020 7 Pettp://www.	Alert window covers up command une	
	Final pill colors Let's update the pill color pairs to th. (recomm) (Completed) Need underline on hover of help B to order to meet WCA0.21 requirem. (1.10m) (Recommend)	5/26/2020 11 http://www. 6/5/2020 0 http://www.	Opening new message crashes syst 💬 II yo	
	Add final images to new message s. 03 We have completed the four weitors.	5/31/2020 5 Fillpr//www.	Visual tearing when closing dialog the	
	de Addingeritiens MitcBook Pro		Drafts are read-only in external acc 🗇 If yo	
	MacBook Pro		Remove pills from column formatti 💬 1 dor	
			Final pill colors Lors	
			Need underline on hover of help II In or	
			Add final images to new message s (D) we - < Previous	Create
	esc 🤇 🔆 👘	*4 📀	+ Add new Texts	
		+ = delete		
		- delete		
		с ј ј \ 		
			Q. Search or type a command	Northwird Taders v 🔬 – 🛙
	capsiock A S D F G H J K L ;	return		
			HE H	© Team Confidential O Ge Meet ~
	Z X C V B N M < > ?		Prived + New item E Quick edt	▼ Fiber ⊞ Allikems - (
	shift 2 A C A C A M A A A A A A A A A A A A A A	shift	Concell General Toys and Toys Inc. Nore → Sover X Cancel Sove X Cancel	i 🗞 Copy link 😕 🗘 🗙
			Your teams	TION MISSING
	fn control option command control option		General O Animation missing	
			Orders Description	feed, the Los V
			Ht Kon should anima Kon should anima	e up, then # Screen
			2 more channels bottom non-responsive same time.	a store images
			C Header is wrong color Attachments	
			Nake button radius for	
			Alert window covers up comm	

Track issues a flexible view

your needs.

hide fields.

Try the issue tracker template to help you track, manage, and bring issues to a close by making it easy to set priorities in the status column and send notifications to team members when issues arise.

Extend using Power Apps in Teams

Last modified

Create lists for anything-from issues, inventory, and contacts, to processes, and more. You can personalize the ready-made template through intuitive clicks or by using Power Apps to extend your forms. Lists allows you to continuously add and modify the template and structure to meet

The different view options available in Lists make it easy to visualize information the way that works best for you and your intended audience(s), as a calendar, grid, or gallery layout. You can also configure forms using header, footer, and show/



Get more done with Microsoft Lists —endless options

Content scheduling helps you schedule and manage your content strategy. Filter down to the items that are due soon or get notifications when authors check-in their drafts.

The **onboarding checklist** makes it easy to manage your new employee's onboarding process and guide them through relevant contacts and resources.

With the **work progress** template, you can track priorities and progress as you work towards delivering products and services.

Work progress template







Make a list and let it flow.

Learn more <u>aka.ms/MSLists</u>

