

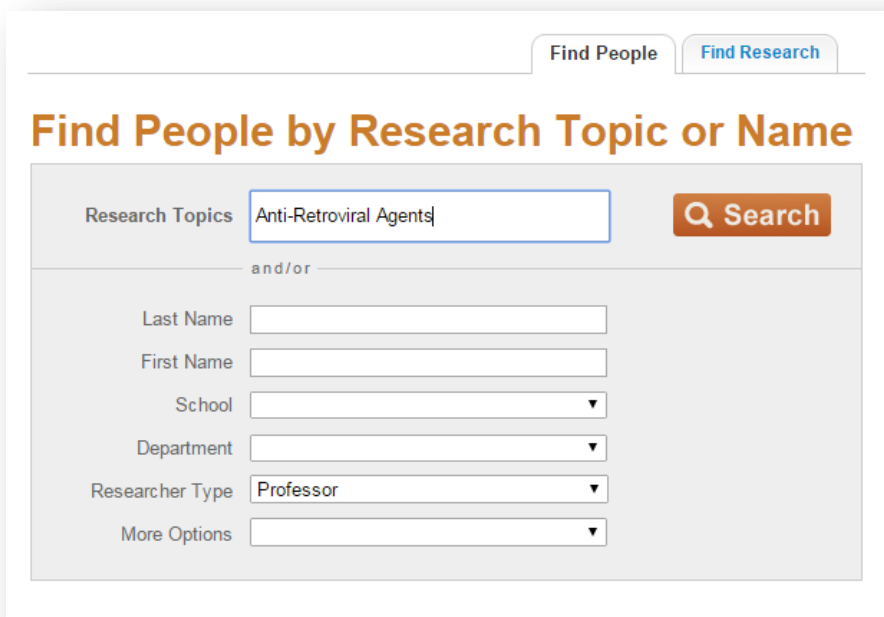
User Guide for UCSF Profiles ListMaker

The ListMaker tool is a feature that enables you to quickly assemble information on a group of people based on your search results in UCSF Profiles. With a few clicks, you can send an email to a group of researchers, export email addresses and/or other directory information for them, or create a list for your Doodle Poll. Exported information can be sorted, filtered, enhanced and used for mail merge or other purposes.

1. Sign in to [UCSF Profiles](#) using your MyAccess credentials. You can sign in even if you do not have a profile page yourself.



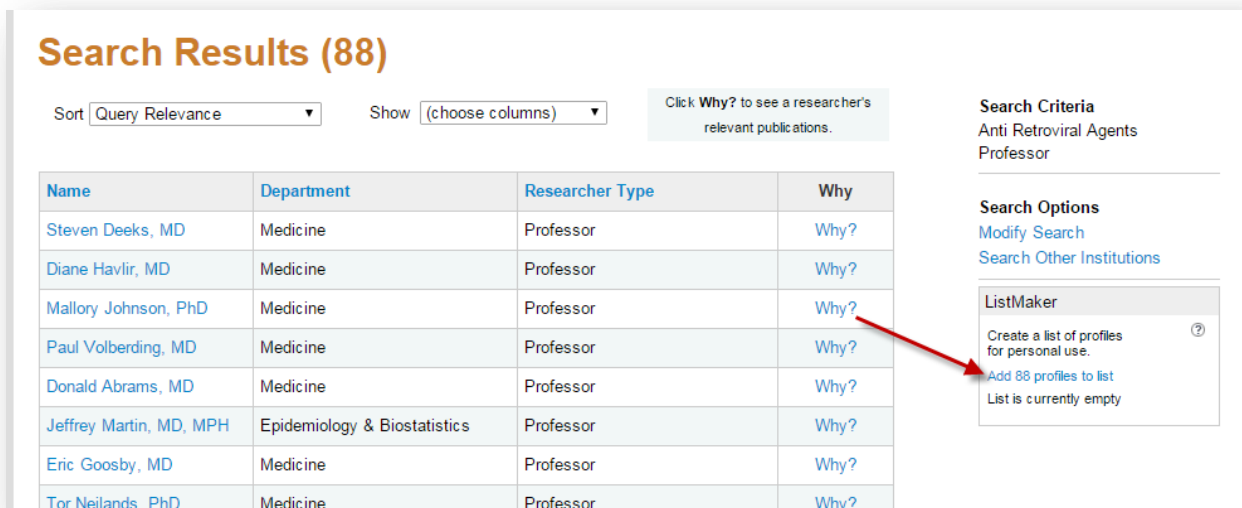
2. From the Home/Search page, perform a search using research topics plus optional dropdowns to focus on a specific group – by school, department, researcher type, etc. This example looks for researchers who publish on anti-retroviral agents and are also full professors. Click the Search button after entering and/or selecting your parameters.



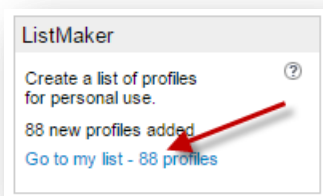
3. Or search from any page using the search box in the menu bar.



4. From the search results page, click the *Add* link in the ListMaker tool to build your list.



5. When they're added, click *Go to my list*.





6. Now you'll see your list and the things you can do with it. If your list is fewer than 50 people you can click *Compose email* to start an email to them with one click. You can download contact information about this set of people, for email merge or other uses. You can paste this list into a Doodle Poll you've launched, or create a UCSF Chatter group for them. Lastly, when you're finished with your list you can clear it before you start a new one.



ListMaker

There are currently 88 people in your list.

Choose what you'd like to do with their information. [More information on the options](#)

Email  Compose email

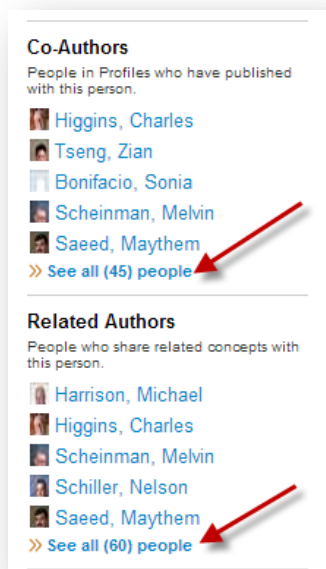
Open as CSV  Download Contact Info

Connect with  Create Doodle Poll  Create Chatter group






Manage  Clear this list

Name	Title	Email Address
Steven Deeks, MD	Professor in Residence	Steven.Deeks@ucsf.edu
Diane Havlir, MD	Professor	Diane.Havlir@ucsf.edu
Mallory Johnson, PhD	Professor in Residence	mallory.johnson@ucsf.edu
Paul Volberding, MD	Professor in Residence	paul.volberding@ucsf.edu
Donald Abrams, MD	Professor of Clinical	Donald.Abrams@ucsf.edu
Jeffrey Martin, MD, MPH	Professor in Residence	martin@psg.ucsf.edu
Eric Goosby, MD	Professor of Clinical	Eric.Goosby@ucsf.edu
Tor Neilands, PhD	Professor	torsten.neilands@ucsf.edu
Laurence Huang, MD	Professor of Clinical	Laurence.Huang@ucsf.edu
Margaret Chesney, PhD	Professor in Residence	Margaret.Chesney@ucsf.edu
Monica Gandhi, MD, MPH	Professor of Clinical	monica.gandhi@ucsf.edu






- To add more people to your existing list, repeat the search steps. You can add from search results pages, an individual's profile page and the "See all" pages for co-authors and related authors.



Co-Authors
People in Profiles who have published with this person.

-  [Higgins, Charles](#)
-  [Tseng, Zian](#)
-  [Bonifacio, Sonia](#)
-  [Scheinman, Melvin](#)
-  [Saeed, Maythem](#)
- [» See all \(45\) people](#)

Related Authors
People who share related concepts with this person.

-  [Harrison, Michael](#)
-  [Higgins, Charles](#)
-  [Scheinman, Melvin](#)
-  [Schiller, Nelson](#)
-  [Saeed, Maythem](#)
- [» See all \(60\) people](#)

- If you have comments, success stories or suggestions for improvements, [please contact us](#). We'd love to hear from you.