

Manage the Roster Distribution List

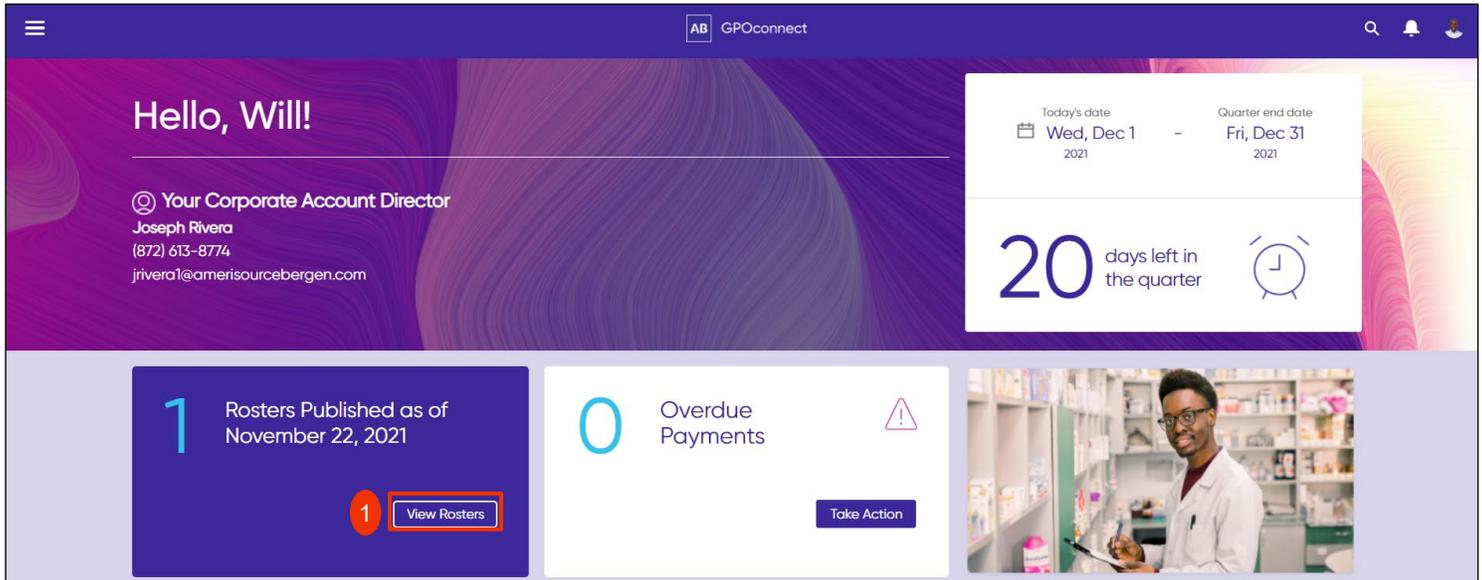
Quick Reference Card

How to access, download, and edit the roster distribution list

To access the portal, use the following URL: <https://workspaceabc.force.com/gpoconnect>

Access the rosters

1. Once you are logged in to the GPO portal, click **View Rosters** on the homepage.



2. Your rosters will display.

Note: Columns can be sorted by clicking on the title.

3. Click the arrow in the far-right column.
4. Click **Download** to download the roster to an excel file.

Your Rosters

| Roster Name | Roster Type | Publish Date | Next Publish Date | GPO | Specialty | Dispensing | Table Type | Identifier | |
|-------------|-------------|--------------|-------------------|-------------|--|------------|------------|------------|--------------------------------------|
| RosterTest1 | Product | 2021-11-02 | 2021-12-01 | ION | | No | Rebate | HIN | ▼ 3 |
| test Gen | General | 2021-11-02 | 2021-12-01 | ION;INN;JPN | Addiction Medicine;Asthma & Allergy;Breast Cancer;Cardiology;CKD | Yes | | HIN | Download Edit Distribution List 4 |
| test gen1.2 | General | 2021-11-02 | 2021-12-15 | ION;INN | Neurology | Yes | | HIN | ▼ |
| RosterTest1 | Product | 2021-11-01 | 2021-12-01 | ION | | No | Rebate | HIN | ▼ |
| RosterTest1 | Product | 2021-11-01 | 2021-12-01 | ION | | No | Rebate | HIN | ▼ |
| RosterTest1 | Product | 2021-11-01 | 2021-12-01 | ION | | No | Rebate | HIN | ▼ |
| RosterTest1 | Product | 2021-10-01 | 2021-11-01 | ION | | No | Rebate | HIN | ▼ |
| RosterTest1 | Product | 2021-09-01 | 2021-10-01 | ION | | No | Rebate | HIN | ▼ |

How to access, download, and edit the roster distribution list

Edit the distribution list

- Click the arrow in the far-right column.
- Click **Edit Distribution List**

Your Rosters

| Roster Name | Roster Type | Publish Date | Next Publish Date | GPO | Specialty | Dispensing | Table Type | Identifier | |
|-------------|-------------|--------------|-------------------|-------------|--|------------|------------|------------|---|
| RosterTest1 | Product | 2021-11-02 | 2021-12-01 | ION | | No | Rebate | HIN | 5 |
| test Gen | General | 2021-11-02 | 2021-12-01 | ION;INN;JPN | Addiction Medicine;Asthma & Allergy;Breast Cancer;Cardiology;CKD | Yes | | | 6 |
| test gen1.2 | General | 2021-11-02 | 2021-12-15 | ION;INN | Neurology | Yes | | HIN | |
| RosterTest1 | Product | 2021-11-01 | 2021-12-01 | ION | | No | Rebate | HIN | |
| RosterTest1 | Product | 2021-11-01 | 2021-12-01 | ION | | No | Rebate | HIN | |
| RosterTest1 | Product | 2021-11-01 | 2021-12-01 | ION | | No | Rebate | HIN | |
| RosterTest1 | Product | 2021-10-01 | 2021-11-01 | ION | | No | Rebate | HIN | |
| RosterTest1 | Product | 2021-09-01 | 2021-10-01 | ION | | No | Rebate | HIN | |

- Enter the email address you want to add to the distribution list in the **Add Email Addresses** field.
- Enter the email address you want to remove from the distribution list in the **Remove Email Addresses** field.

Note: Separate multiple email addresses with a comma.

- Click **Send to AB** to send the request to be completed.

Manage Distribution List

Enter the email addresses you want to add/remove to the distribution list.

Roster Name:

Add Email Addresses:
Add these email addresses to this roster distribution list

Remove Email Addresses:
Remove these email addresses to this roster distribution list

Separate emails with a comma.