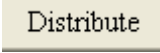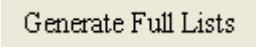# Generate a Distribution List

1. Select a Document from any Document list. The Document should have Classification Marking "CONFIDENTIEL", "SECRET" or RESTREINT UE".

2. Select from the "Document" main menu or from the right click menu the option "Generate Distribution List". Only one document can be selected each time.

3. Leave the default "Simple Distribution List Generation" option selected and click the "OK" button.

4. The "Overall Distribution List" will open.

5. You can add more entries under the "ADDITIONAL DISTRIBUTION LISTS" by entering a list "Name" and the "Affiliation" which is a dropdown list containing "MARS" and all the Registries defined. If MARS is selected, then the user should be identified in MARS and added to the Distributed Document permissions with Read Only access in case of Restraint or View Document / View Profile for Confidential/Secret, but will not be added to the final Generated Full Lists. In this case, a message will pop up during the Distribution Lists generation informing about the excluded users.

6. Enter a capital "X" next to each list you wish to generate.

7. Click the "Save" [Save] button.

# Distribute Lists

1. Follow the above described procedure in order to generate a list.

2. Click the "Distribute" [Distribute] button.

3. A "Distribute Lists" dialogue window will pop up.

4. Click the "Next" button (you can also select the "Skip" button in order to skip this step and proceed to the next email creation).

5. The "Select a Classification" window will pop up

6. Select the Classification of the Document and click the "OK" button.

7. An email addressed to the Owners of each Distribution List selected will pop up.

8. The "Distribute Lists" dialogue window will pop up again.

9. Click the "Next" button (you can also select the "Skip" button in order to skip this step and finalize the procedure).

10. The "Select a Classification" window will pop up.

11. Select the Classification of the Document and click the "OK" button.

12. An email addressed to the Registries of the people contained in the final Distribution Lists will pop up.

# Generate Full Lists

1. Follow the above described procedure in order to generate a list.

2. Click the "Generate Full Lists" [Generate Full Lists] button.

3. A progress bar will be displayed. Click the "Close" button when the process has been finished.

4. All the distribution lists available to the user for the Classification Level of the document to be distributed will open in separate files, grouped by Registry.

# Distribution List generation by Registries

1. Open the received Overall Distribution List that you have received (.DRF file).

2. Click the "Generate Full Lists" [Generate Full Lists] button.