

2025

# CMS 2.0: Data List

REACH Media Network

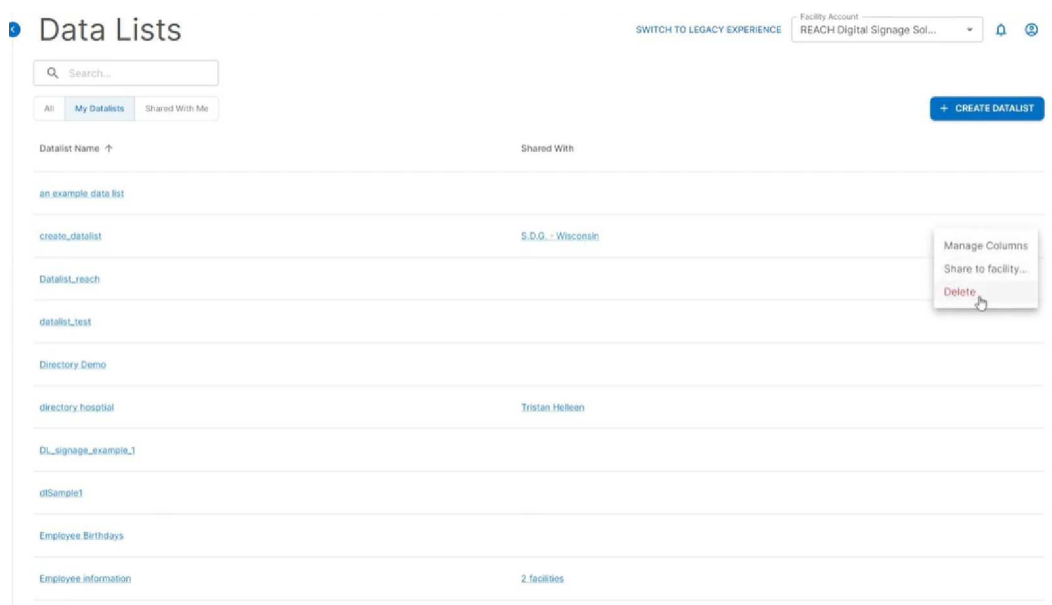


# OVERVIEW

Data lists are great ways to display a wide swath of information through digital displays in a concise manner. Oftentimes, we see data lists used in digital directories, menu boards, or scheduling layouts. Data lists clearly lay out information in easy-to-understand charts and tables that can be customized to fit your branding standards. Of course, third-party spreadsheets from Excel or Google Sheets can also be integrated. In this tutorial, we will go over how to make a directory to give you a basic understanding of how to make data lists within the CMS. If you would like more advanced customization for your data, inquire about our free creative services!

## CREATING A DATA LIST

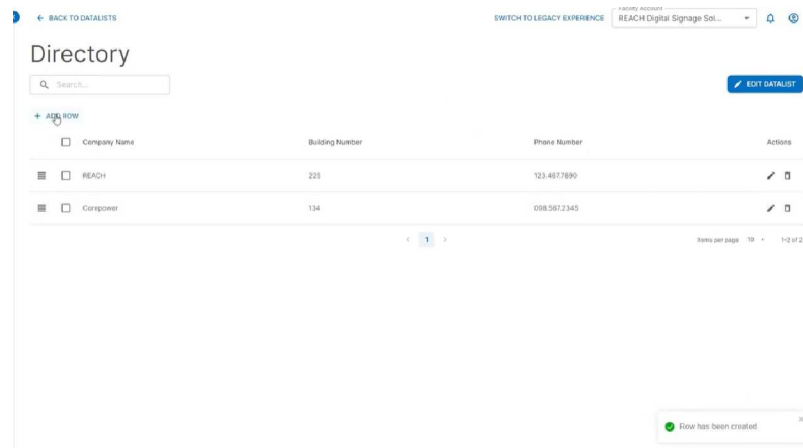
Below you will see the data list landing page. Here, you can view all your created data list as well as see which ones are being shared with another facility. Clicking the three buttons to the right, you will also have the option to manage the columns within that data list as well as share it to other facilities. Of course, you can delete data lists as well.



To get started, click the "Create Datalist" button to the top-right of the page. From here, you will be able to name your directory as well as label your columns and decide the format for each column. While video, image, price, and PDF, we will use "text" as our format for each column, as that is the most common column type clients use. From there, click "Create" to finish your list.

The 'Create Datalist' form is shown in a modal window. It starts with a 'Title\*' field containing 'Directory'. The 'Add Columns' section allows users to define columns with names and formats. Three columns are currently defined: 'Company Name' (Text), 'Building Number' (Text), and 'Phone Number' (Text). Each column has a trash icon for removal. An 'ADD COLUMN' button is at the bottom left of the column list. At the bottom right of the modal are 'CANCEL' and 'CREATE' buttons.

From there, you will be met with a blank data list where you can begin adding rows. Click the "Add Row" button then simply start typing in the fields under each column you created.



From here, you have a few options available to you. Clicking the pencil icon to the right of each row will let you edit the contents of that row. This lets you edit the values of each cell. Of course, you can also delete rows as well. Clicking and dragging on the lines to the left of each row allows you to drag and drop rows within the data list. This allows you to easily change the order of items in a list.