Creating a Dynamic Target List - Part 2: Create Target List

1. Navigate to the **Target List** module in the **Navigation Menu** and then select **Create Target List**.
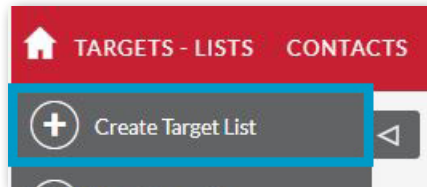
2. On the **Create Target List** page, enter a **Name** and select **Dynamic** as the **Type**. *Note: To avoid confusion name the list the same name as the report you created.* You can also enter a **Description** and selct a **Catergory**. Use the tickbox if you would the **List** created in Campaign Monitor. Once you've enter all the required information click **Save and Close**.

3. You will now have an empty target list, scroll down to **SQL Queries / Quick2List** subpanel and click the **Create** button.
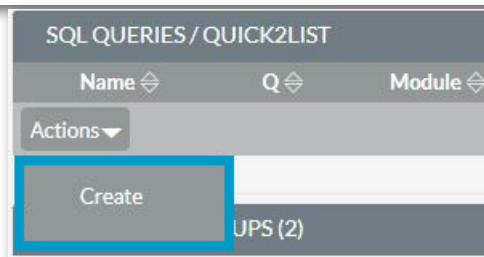
4. Give the **Query** the same name as the **Report** and the **Target List**. For the **Module** also select the same module you did in the report you built. In **Dynamic Actions** select **Remove and Redo**, this will make the **Target List** update itself. For the job interval, select daily and at specific time (6am). To connect the **Report** you built click **Select Query From KReports**.

5. A popup will appear to select the report from, Click the report you want to use.

6. The **Query** condition box on the target list will be populated and will display how many records have been imported. Click **Save** and the **Target List** will start to populate. On its schedule the **Target List** will update and always be up to date.