

Deleting a student or an applicant



This tutorial explains how to (permanently) delete a student or applicant from your EConsort instance.



1. **Applications > Lists of all applications**
2. **Applications > Lists of students/applicants > click the magnifying glass next to a list**



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Within the displayed list, it's possible to look for a certain applicant or student by entering (part of) a name, e-mail address or file number and hitting enter.

Nr.	Name	Email	File number	Manage	Form	Submission date
1.	D'hont Sofie	econsort@ugent.be	200801			//
2.	Usama Ibrahim	econsort@ugent.be	200802			//
3.	Vlaeminck Kimeberly	econsort@ugent.be	200803			//
4.	Lufiwa Ronald	econsort@ugent.be	200804			//

▼ In this example, the user searched for a student/applicant that's called **Blaise**.

	blaise					
Nr.	Name	Email	File number	Manage		
5.	Blaise Pascal	econsort@ugent.be	200805			

▲ Click **the cross** in the row of the student/applicant you want to delete.

▼ **Confirm** or **cancel**.

Change application form

Are you sure to remove this item?

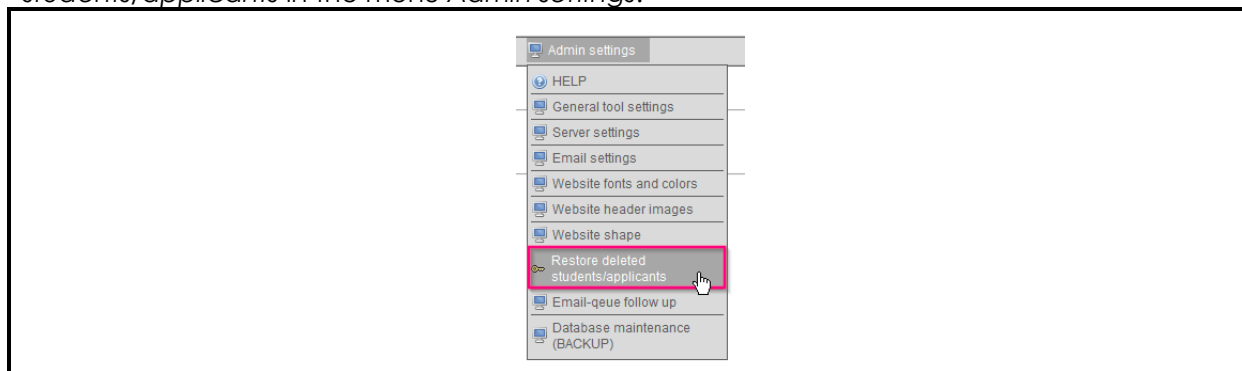
OK Cancel

▲ After **confirmation**, the student or applicant has been deleted. However, he/she has not been deleted permanently yet.

▼ A deleted student can be recognized by **the following bell icon**:

5.	 Blaise Pascal	econsort@ugent.be	200805
6.	Blaise Pascal	econsort@ugent.be	200805

▼ To permanently delete or restore a user/applicant, choose *Restore deleted students/applicants* in the menu *Admin settings*.



▼ There you will find all deleted students/applicants, only one in this example.

1.	Blaise Pascal	Student_nr:200805	- restore this student -	DELETE DATA FROM DATABASE
----	---------------	-------------------	--------------------------	---------------------------

▲ Clicking **the person's name**, will redirect you to his/her toolbox.

You can also choose to **restore the student**: remove it from this list of deleted students/applicants. Clicking **this link** will immediately do so.

Another possible action is **permanently deleting the student/applicant from the database**.

After clicking **this link**, you'll be asked to confirm or cancel your action.



After permanently deleting the student/applicant from the database, there is no more possibility to restore his/her data to the EConsort instance!