

Removing a person from a list



This tutorial explains how to remove a student or an applicant from a list.



a. Starting from the person's toolbox

1. **Students** > **List of all students** > next to required student
2. **Applications** > **Lists of students/applicants** > next to required list > next to required person
3. **Applications** > **List of all applications** > next to required applicant
4. Type first or last name in the search field (upper right corner of EConsort interface) and press Enter. > next to required person

b. Starting from the list itself

Applications > **Lists of students/applicants** > click the magnifying glass next to the required 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.



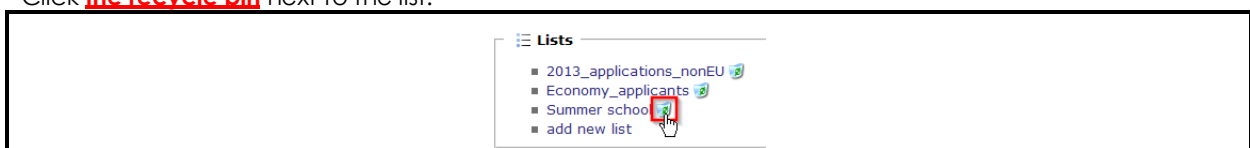
Printscreens in this tutorial are centered and indicated by a box.



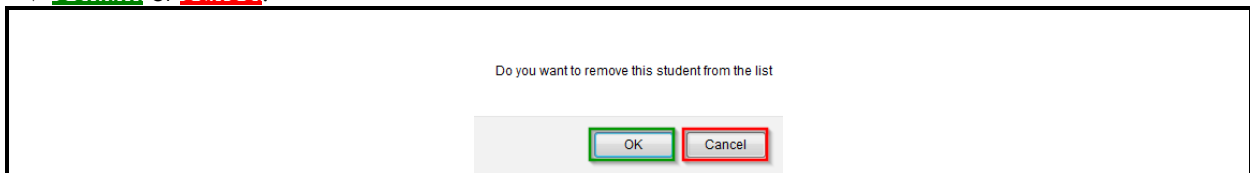
Watch the corresponding video tutorial online by clicking the 'Play' icon.

a. Starting from the person's toolbox

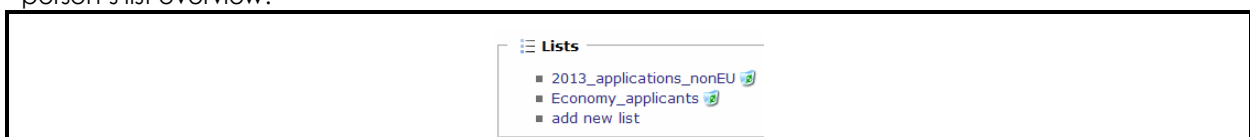
▼ Go to the item *Lists* and look for the list you want to remove the student or applicant from. Click **the recycle bin** next to the list.



▼ **Confirm** or **cancel**.



▼ The student or applicant has been removed from the list. The list itself is no longer displayed in this person's list overview.



b. Starting from the list

▼ 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.	Lulijwa Ronald	econsort@ugent.be	200804			//

▼ Once you've found the person you want to remove from the list, click **the recycling bin**.

6.	Vlaeminck Kimeberly	econsort@ugent.be	200803	
7.	Lulijwa Ronald	econsort@ugent.be	200804	
8.	Bloody Betty	econsort@ugent.be	200806	

▼ **Confirm** or **cancel**.

