

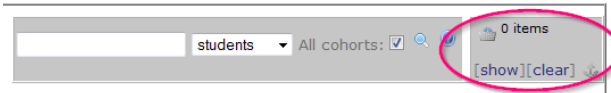
Using the basket to modify lists



This tutorial explains how to use the basket in order to modify a list. Students or applicants can be selected: these selected students will be virtually collected in the basket in the upper right corner. It's possible to create a list using this selection of students/applicants. This selection can also be added to an existing list.



The basket item can be found in the right upper corner of any EConsort management page:



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.

▼ First, define the group of people you want to select.

▲ In this example, a new list is created gathering all applicants whose file numbers include the number (= cohort) 2008. This is done by entering a **search value** in **the search field**. Here, we search for '2008' in all of the applicants' files.

▼ The search results are displayed.

Nr.	Name	Email	File number	Manage
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	
5.	Bloody Betty	econsort@ugent.be	200806	
6.	Demajesteit Jommeke	econsort@ugent.be	200807	
7.	Sponge Bob	econsort@ugent.be	200808	
8.	Haackel Ernst	econsort@ugent.be	200809	
9.	Hilton Priscilla	econsort@ugent.be	200810	
10.	Bonen Tom	econsort@ugent.be	200811	
11.	Marley Bryson	econsort@ugent.be	200812	
12.	Soeur Sourire	econsort@ugent.be	200813	
13.	Chaplin Charlie	econsort@ugent.be	200814	

▲ **Check** the files you want to use to create a new list or to add to an existing list.

▼ The records you've selected are now in the basket.

The number of records you've selected is displayed.

You can choose to **show** this selection or to **clear** the basket, removing all selected records.

▼ When you choose to show the selection, the following options appear:

Save this list ... Name of the list: <input type="text"/> Save in category: Rootfolder ▾ <input type="button" value="Save"/>	Add selection to existing list ... Name of the list: 20110217member ▾ <input type="button" value="Save"/>
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▼ To create a new list, [enter a name](#) for the list, the [category](#) you want to save it in and click the [button](#) to finish.


Save this list ... Name of the list: Cohort2008 Save in category: Rootfolder ▾ <input type="button" value="Save"/>
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▼ To add the selected records to an existing list, choose [the list to add the files to](#). Click the [button](#) to complete.

Add selection to existing list ... Name of the list: Cohort2007-2009 ▾ <input type="button" value="Save"/>

▼ Don't forget to remove the selection from the basket by clicking [clear](#).

<div>13 items</div> <div>[show] <input type="button" value="clear"/></div>
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	All selected records stay in the basket until you clear it.
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