

Merging multiple lists



This tutorial explains how to merge several lists and save them as one new list. In this example, the lists *testlist1* and *testlist2* will be merged.



Applications > Lists of students/applicants



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

An **applicant** is an applying student.

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

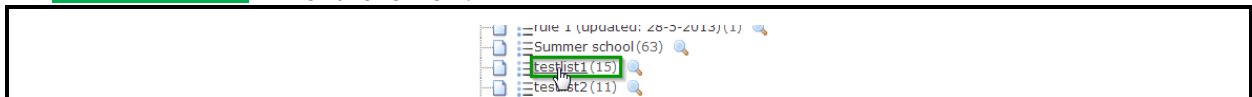


Printscreens in this tutorial are centered and indicated by a box.

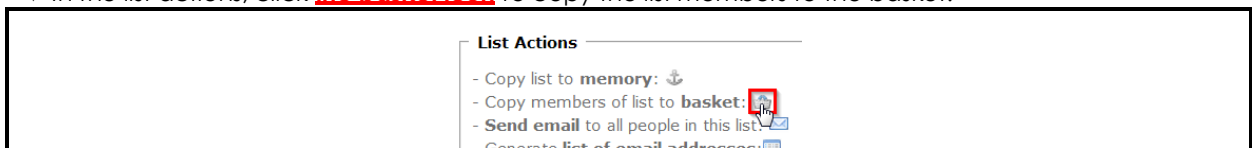


Watch the corresponding video tutorial online by clicking the 'Play' icon.

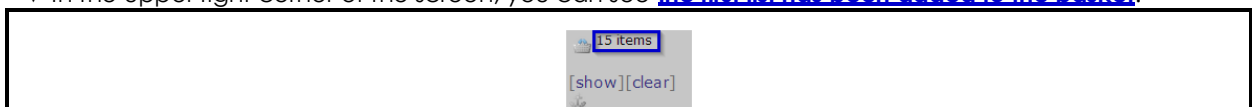
▼ **Select the first list** in the list overview:



▼ In the list actions, click **the basket icon** to copy the list members to the basket:



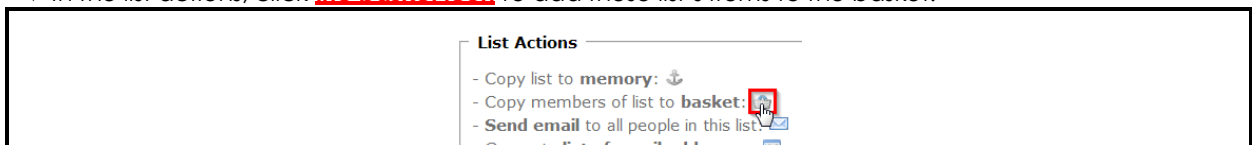
▼ In the upper right corner of the screen, you can see **the first list has been added to the basket**:



▼ In the list overview, click **the list you want to add to the previously selected one**:

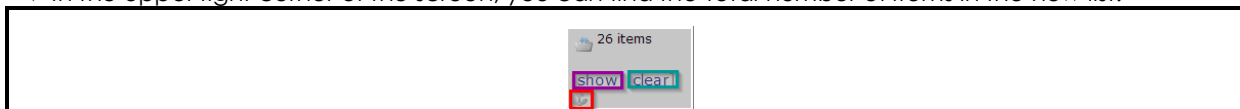


▼ In the list actions, click **the basket icon** to add these list's items to the basket:



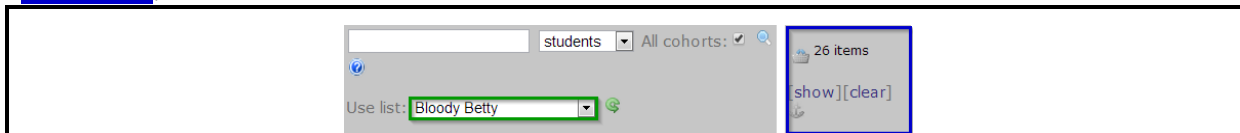
▲ Names that can be found in both lists, will of course only be added to the basket once.

▼ In the upper right corner of the screen, you can find the total number of items in the new list:



▲ You can choose to **display** the new list or **empty the basket**. It's also possible to **copy the items to the memory**.

▼ When you copy the items to the memory, they will be displayed in **the choice list** next to **the basket information**:



▲ This option allows you to easily navigate through the files of a group of students.

▼ When you choose to display the items, you get a list overview of all basket items:

Nr.	Name	Email	File number	Manage	Form	Submission date
1.	Eleonore Kromhout	eleonore.kromhout@ugent.be	200803			//
2.	Julien Kromhout	julien.kromhout@ugent.be	200804			//
3.	Bloody Betty	bloody.betty@ugent.be	200806			//
4.	Eleonore Kromhout	eleonore.kromhout@ugent.be	200807			//



Removing a person from this new list can be done by unchecking the box next to her/his name. Clicking the x will remove the person from the database! (This can be undone in Admin settings > Restore deleted students/applicants.)

▼ It's also possible to save the list by **entering a name**, **choosing a category** and **saving**:

Save this list ...

Name of the list:

Save in category: Root folder

Add selection to existing list ...

Name of the list:

▲ You can also add the basket items to an existing list by **choosing it from the choicelist** and **saving**.