

Copying a list to the memory



This tutorial explains how to put a list of students or applicants in the temporary memory of your EConsort instance, making it easy to browse through several students of the same list effectively.



Applications > Lists of students/applicants > Click the list you want to copy.



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

An **applicant** is an applying student.

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

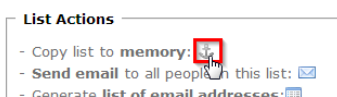


Printscreens in this tutorial are centered and indicated by a box.

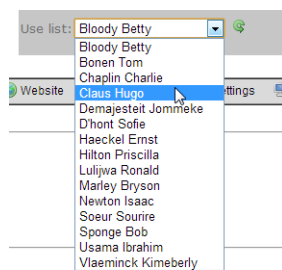


Watch the corresponding video tutorial online by clicking the 'Play' icon.

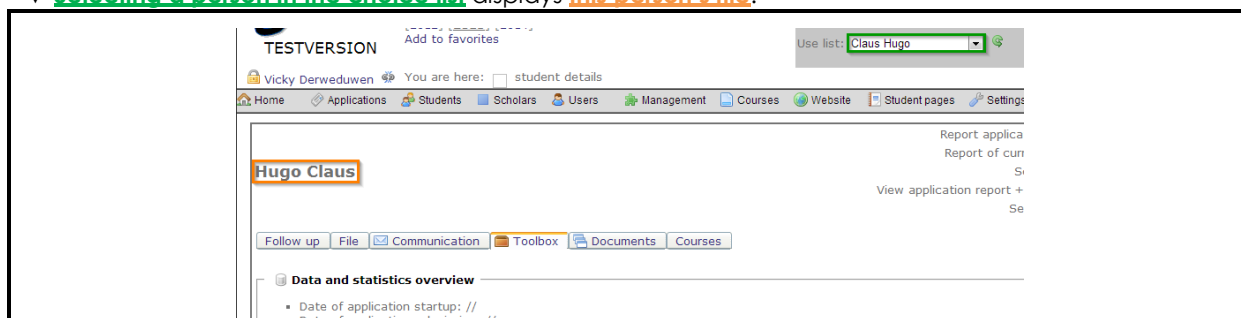
▼ Click **the anchor icon** under the item *List actions*.



▼ This list can now be found as a choice list in the upper right corner of your screen.



▼ **Selecting a person in the choice list** displays **this person's file**.



▲ You can now browse through the different items of this person's file.



Good to know:

1. When on a certain page of a student's file, you can go to that same page of another student by selecting this other student's name in the temporary choice list.
2. If you copy another list to the memory, the previous one will be removed from it.