

# Updating a field for a list of students



It's possible to update a field for a whole list of applicants/students, saving you lots of work and time. The field will be set to the selected value for every person on the list.



**Applications > Lists of students/applicants >** Click  next to the list you want to update the field from.



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.

▼ In **Actions on this list**, look for **Update a field for all members in this list**.

**Actions on this list: Cohort\_2013\_nonEU**

- Copy list to memory:
- Change application form to: Application MARES cohort2014 Set status of form to open: ☐ [Change application form](#)
- Field: Bank account number - Bank account number Changed since: - 9 - 2013 (dd-mm-yyyy) [Search within list](#)
- Generate list of email addresses: ☐
- Send email to all people in this list: ☒
- Compare list with other list: a first testlist [compare](#)
- Apply a printable report: Management form [GO](#)
- Apply a tabular report: cohort2013\_summerschool\_excel [GO](#)
- Update a field for all members in this list : Bank account number (2678) [GO](#)**

▼ Select the field you want to update from the choice list and click **the button**:

Update a field for all members in this list : Bank account number (2678) [GO](#)

ve all the below records to a list]

**Result navigation**

total number of results: 8 - Navigate to results

- Bank account number (2678)
- Bank account number (2678)
- cl (7191)
- cohort (11766)
- Degree (7341)
- Duration (7340)**
- Electives (7371)

▼ Enter **a value for the field** and hit **the button**:

Duration

Summersc...



**Doing this will overwrite all previously entered values!**  
It's impossible to undo this action, so think carefully before doing so.