

Deleting a list of students



This tutorial will show you how to:

1. delete a list without deleting the students/applicants from the database.
2. delete a whole list of students/applicants (= the records) from the database.



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



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.

1. Deleting a list without deleting the students/applicants from the database



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



**Doing this will only delete the list itself.
The students' and applicants' records will stay in the database.**

▼ In the menu *List settings*, click the X next to *Delete this list*:

List settings:

List name: MG_list_1

Belongs to folder: Cohort 2009

Move to folder: Root folder ▾ GO!

Delete this list:

▼ Click OK to confirm:

De pagina op econsort.ugent.be meldt het volgende: ✕

Are you sure to remove this item?

OK Annuleren

The list has now been deleted.

2. Deleting a whole list of students/applicants from the database

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



Doing this will not only delete the list itself, but also **all of the included students' and applicants' files**. More concretely, all of their records will be deleted from the database. This is why you should pay attention when using this function, important data could get lost!

▼ In the menu *List actions*, click **the X** next to *Delete all members of this list*:

List Actions

- Copy list to **memory**:
- Copy members of list to **basket**:
- **Send email** to all people in this list:
- Generate **list of email addresses**:
- **Reset password** for all members of this list:
- Apply a **tabular report**: cohort2013_summerschool_excel
- Apply a **printable report** from a form: Management form
- Apply a **printable report** from a document: as pdf ☐ test
- **Compare** list with other list: a first testlist
- Make a **copy** of this list: and save in folder: Root folder
- Make **document from template** for all members of this list:
Use template: test
Store file in: upload_motivationletter
Overwrite: ☒
- Create email list based on email field:
- Update the status of these persons to: Student
- Delete all members of this list:

▼ Click **OK** to confirm:

De pagina op econsort.ugent.be meldt het volgende: ✕

Are you sure to remove this item?

The list **and all included students'/applicants' records** have now been moved to the trash.

▼ The records can still be found on other lists in your EConsort instance:

(Finding them by using the search function however is no longer possible.)

8.	Isiersaotir Gero	econsort@ugent.be		200
9.	Haeckel Ernst	econsort@ugent.be		200
10.	Hilton Priscilla	econsort@ugent.be		200

▲ Deleted records can be recognised by **the bell icon**.

▼ To permanently delete the records, go to Admin settings > **Restore deleted students/applicants**:

Admin settings


- HELP
- General tool settings
- Server settings
- Email settings
- Website fonts and colors
- Website header images
- Website shape
- Restore deleted students/applicants**
- Email-queue follow up
- Database maintenance (BACKUP)

▼ Here, you can permanently delete the records one by one:

IMPORTANT NOTE
Dear user,
In case you use the option "delete data from database", note that the data cannot be restored any longer!!!
[Delete first 50 items from trash](#)

1.	Haeckel Ernst	(Student_nr:200809)	restore this student	DELETE DATA FROM DATABASE
2.	Herzog Bob	(Student_nr:200808)	restore this student	DELETE DATA FROM DATABASE
3.	Hilton Priscilla	(Student_nr:200810)	restore this student	DELETE DATA FROM DATABASE
4.	Lulijwa Ronald	(Student_nr:200804)	restore this student	DELETE DATA FROM DATABASE
5.	Marley Bryson	(Student_nr:200812)	restore this student	DELETE DATA FROM DATABASE
6.	Verbeke Tom	(Student_nr:200811)	restore this student	DELETE DATA FROM DATABASE
7.	Vlaeminck Kimeberly	(Student_nr:200803)	restore this student	DELETE DATA FROM DATABASE
8.	Wilkes Charlie	(Student_nr:200814)	restore this student	DELETE DATA FROM DATABASE

▲ You can also delete 50 records at a time or consult the student's/applicant's file.



In case someone's file got deleted by mistake,
the record can be restored by clicking restore this student.