

Saving list information as a PDF



This tutorial will show you how to use a template to save certain information of a list as a PDF file.



Applications > Lists of students/applicants > Click the list you want to save the information 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 the menu *List actions*, go to *Apply a printable report from a document*:

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 ☒ List_Students
- **Compare** list with other list:
- Make a **copy** of this list: and save in folder: Root folder

▼ The **choice list** collects all documents from your database:

- Apply a **printable report** from a form: management form

- Apply a **printable report** from a document: as pdf ☒ List_Students

- **Compare** list with other list:

- Make a **copy** of this list: and save in folder:

- Make **document from template** for all members of this list: Use template: List_Students

Document list:

- List_Students
- List_Students
- mail-selected
- template_admission
- mail_confirmation_payment
- admission_email
- admission_letter_2013

▼ Select **the document** to define the information displayed in your file:

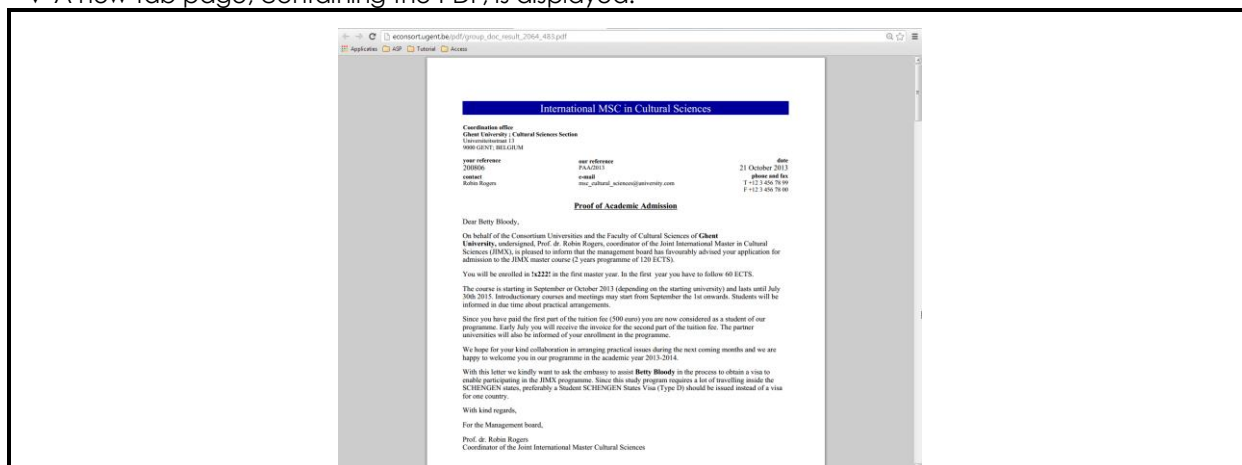
- Apply a **printable report** from a form: management form

- Apply a **printable report** from a document: as pdf ☒ admission_letter_2013

- **Compare** list with other list:

▲ Check **the box** to save as a PDF file and click **GO**.

▼ A new tab page, containing the PDF, is displayed:



**Add the *Print Page break* field to your document to make sure every student's information is displayed on a separate page.
(Not doing this will put all of the student documents right after each other.)**



With this letter we kindly want to ask the embassy to assist **ix13! ix14!** in the process to obtain a visa to enable participating in the JIMX programme. Since this study program requires a lot of travelling inside the SCHENGEN states, preferably a Student SCHENGEN States Visa (Type D) should be issued instead of a visa for one country.

With kind regards,

For the Management board,

Prof. dr. Robin Rogers
Coordinator of the Joint International Master Cultural Sciences

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Unique code at doc

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