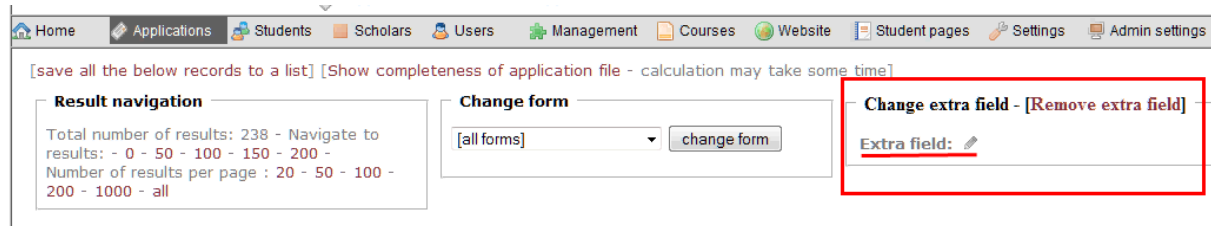
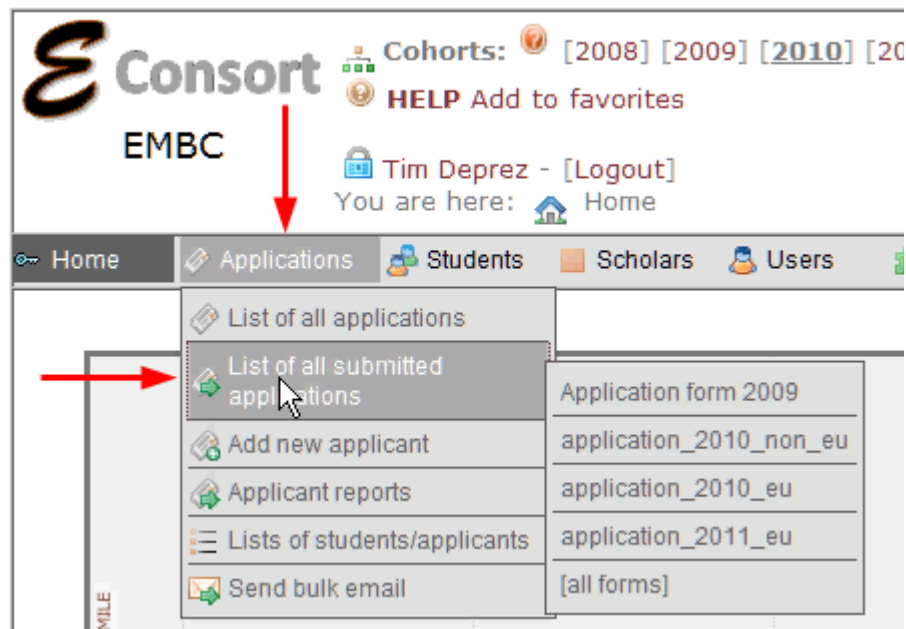


Adding an extra column to the applications list view

Log in into your EConsort instance. Select “Applications” => list of submitted applications.



You will see (as shown in the red box above, “Change extra field”, Extra field and a pencil icon next to it. Click the pencil icon. This will show you a list of fields, where you can make your choice of which field has to be added.

For example we select “Country of birth”, then click on the “diskette-icon” to save the selection

add records to basket Add paging Remove paging

Rows: 50

Display columns▼ Clear

Nr.	Name	Email	File number	Manage	Form	Submission date	extra
1.	Abali Omfor	omforson@yahoo.com	20100069		application_2010_non_eu	18/12/2009	Cameroon
2.	Abbaszadeh Sahar	sahar.abbaszadeh@gmail.com	20100139		application_2010_non_eu	31/12/2009	Iran

After clicking the save-icon, a new column will appear next to the existing columns (as shown above, the “extra”-column

➔ *By adding an extra column to a datasheet, this may cause a searchselection which is more limited than before, because there is an extra parameter now, which has to be accounted for... AND it will only show the applicants who have filled in that extra field.*

In order to remove that extra field, click on “Remove extra field” , as shown in the picture below.

