

## Deleting and adding people to lists

Go to the "Applications", "list of students/ applicants".



**Econsort EMBC**

Cohorts: [HELP](#) [Add t](#)

Tim Deprez

Home Applications Students

- List of all applications
- List of all submitted applications
- Add new applicant
- Applicant reports
- Lists of students/applicants**
- Send bulk email

Timeline © SIMILE

Aug 2009

Tasks ...

News ...

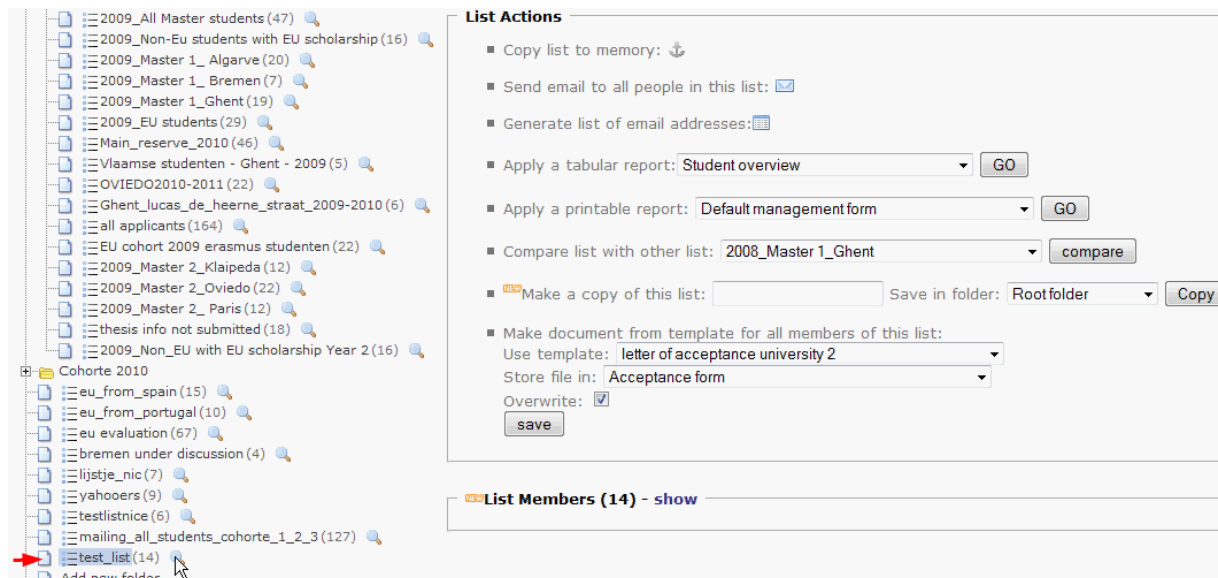
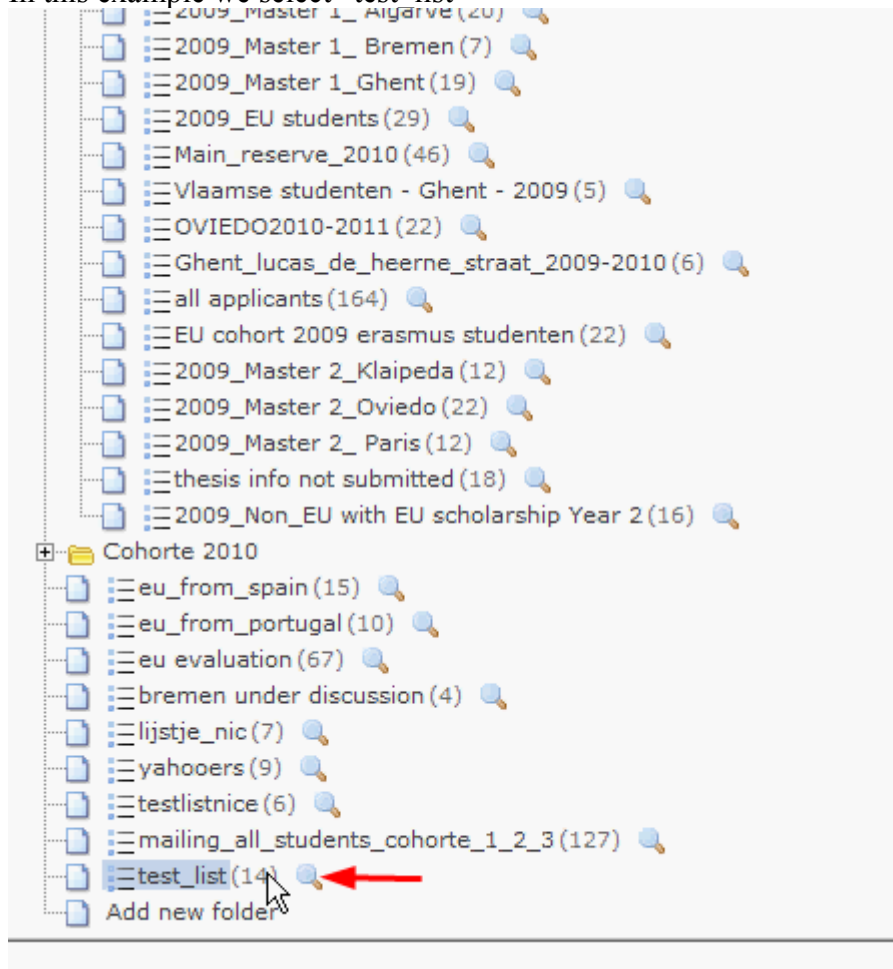
Add new

Add message

Topic

2008_Master 1_Ghent
2008_Master 1_Algarve
2008_Master 1_Bremen
2008_students from EU
2008_Master 2_Klaipeda
2008_Master 2_Oviedo
2008_Master 2_Paris
2008_All Master students
2008_students without scholarship
Tim - as test user
2009_students Reserve list
2009_All Master students
2009_Non-Eu students with EU scholarship
2009_Master 1_Algarve
2009_Master 1_Bremen
2009_Master 1_Ghent
2009_EU students
2008_Thesis Ghent students
2008_students with EU scholarship
2009_Master 1_Ghent_non_belgian
2009_Ghent_EU_scholarship
2008_oviedo_non_EU
Cohort 2008
Cohort 2009

In this example we select “test\_list”



By clicking on the magnifyingglass, you will see a list of all students contained in “test\_list”

add records to basket

Add paging

Remove paging

Rows: 14

Display column

					< Show all >	
Nr.	Name	Email	File number	Manage	Form	Sub da
1.	Abreo Neil Angelo	nas.abreo@gmail.com				

By clicking on the recycle bin,

< Show all >						
Nr.	Name	Email	File number	Manage	Form	Submiss date
1.	Abreo Neil Angelo	nas.abreo@gmail.com			application_2011_non_eu	//
2.	Go Gay Amabelle	gayamabelle@gmail.com			application_2011_non_eu	//
3.	Macamay Greta	grets_love@yahoo.com			application_2011_non_eu	//

You will be presented by a confirmation email, concerning the deletion of the field.

Nr.	Name	Email	File number	Manage	Form
1.	Abreo Neil Angelo	nas.abreo@gmail.com			application_2011_non_eu
2.	Go Gay Amabelle	gayamabelle@gmail.com			application_2011_non_eu
3.	Macamay Greta	grets_love@yahoo.com			eu
4.	Cruz Wilfredo	willy1562@yahoo.com			eu
5.	Detera Ma. Adena	majdetera@gmail.com			eu

The page at <http://econsort.ugent.be> says:

Are you sure to edit the status of this field?

OK Cancel

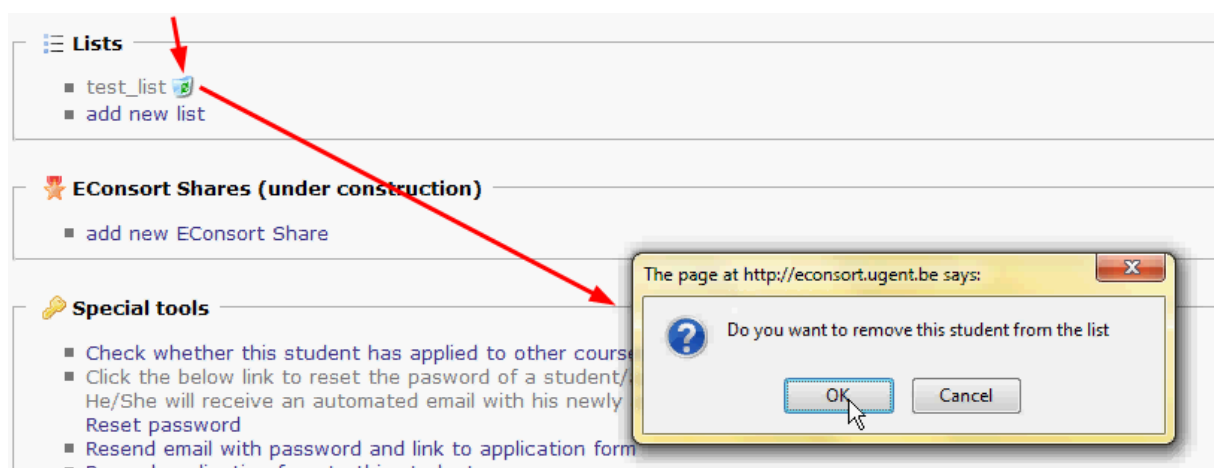
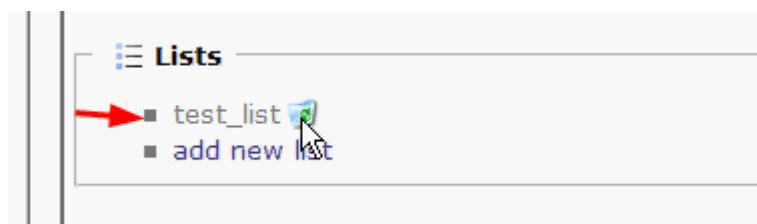
Another way to do this is trough the toolbox of the student:

Nr.	Name	Email	File
1.	Macamay Greta	grets_love@yahoo.com	
2.	Cruz Wilfredo	willy1562@yahoo.com	
3.	Detera Ma. Adena	majdetera@gmail.com	
4.	<u>Javier Mark Archei</u>	princemark18@hotmail.com	

Select the student you want to edit, click on his/her name.  
On the following screen, select “Toolbox”

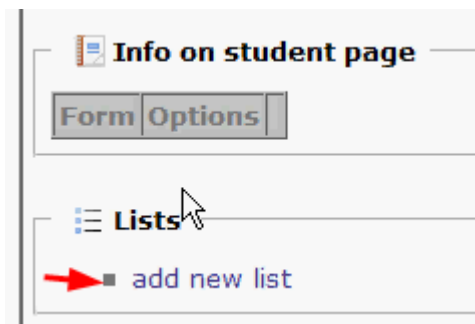


You'll see in this example this person is only in 1 lists: “test\_list”

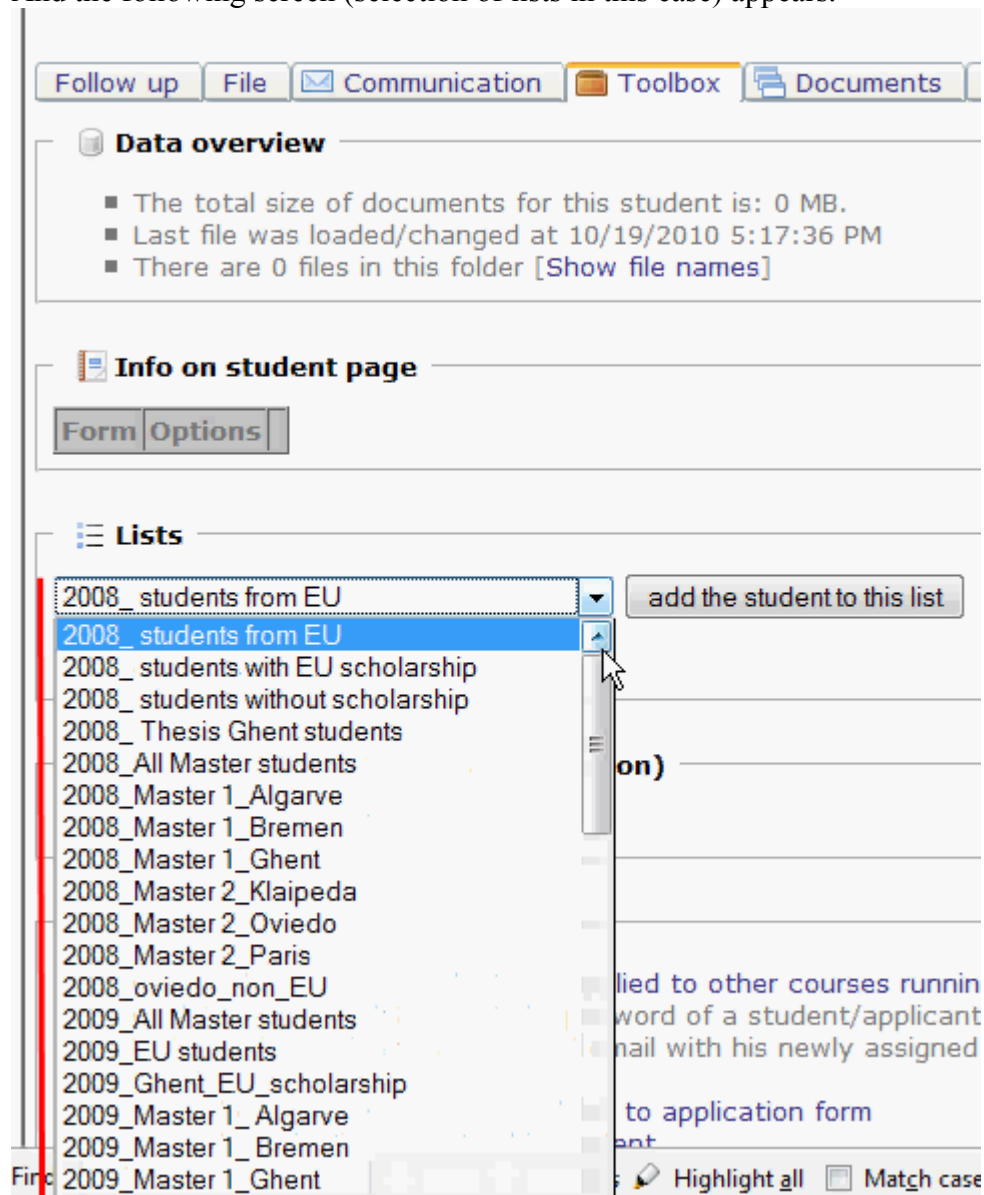


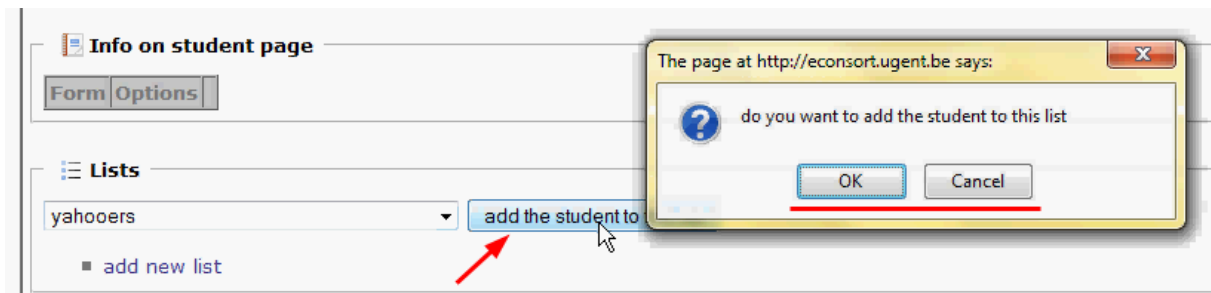
By pressing the recyclebin-icon next to the list, you can delete the person from a certain list.  
(again, with the confirmation box)

In the same way you can add a certain person to a list. Click “Add new list”



And the following screen (selection of lists in this case) appears.





Select the list you want the student to be added to, and again, the confirmationbox will appear.

Once you added a person to a certain list, they will receive all updates/news/etc. intended for this list

