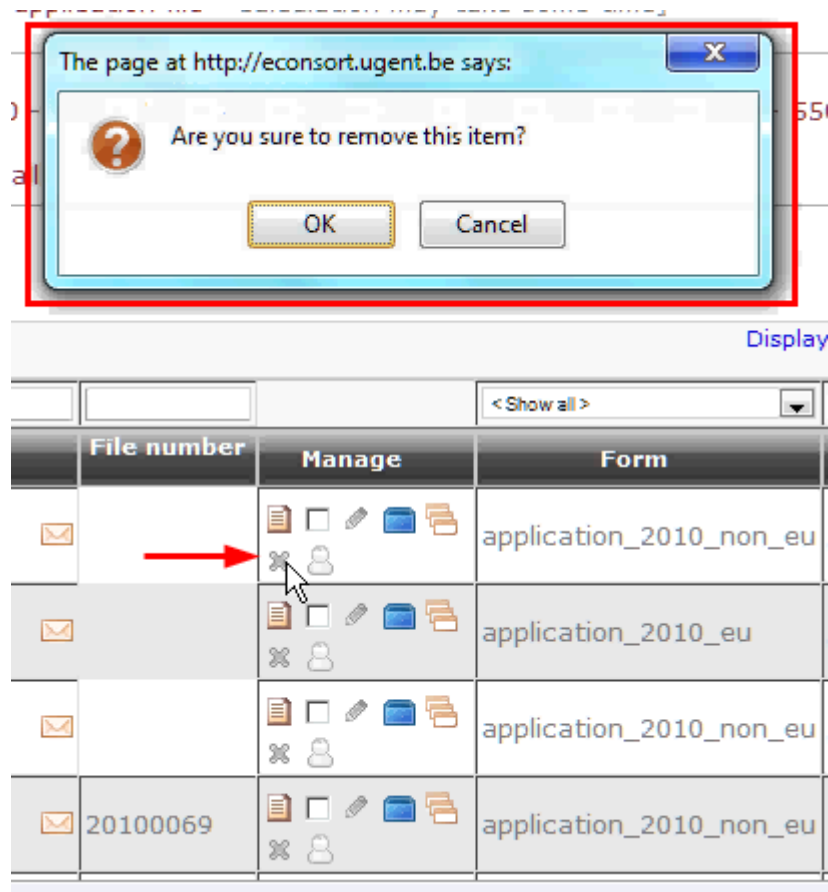


Deleting and restoring from the database

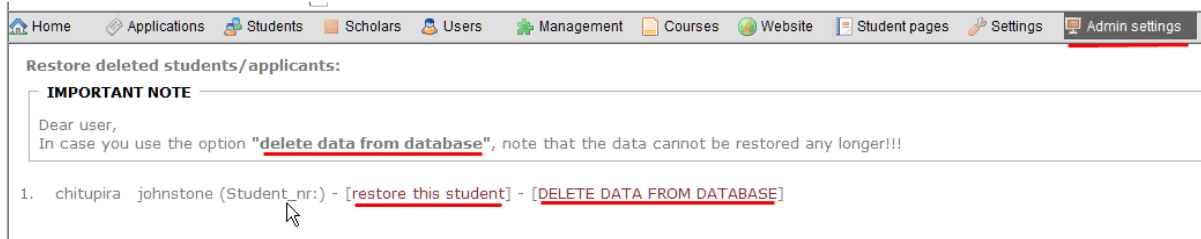
Sometimes it is needed to remove a student from the list. In order to do so, got to applications, list of all applications.

Next to the name of all users, there is an “X”-icon. By pressing this icon you will be presented with a confirmation dialogue. Press OK to remove the user from the list.



To restore the user back to the list, go to “Admin settings”=> “restore deleted students/applicants.”

By clicking “restor the student”, the student will be restored to his originating list.



OR

You can delete the user permanently from the database by selecting “delete data from the database” (which deletes the user in a PERMANENT way from the database)