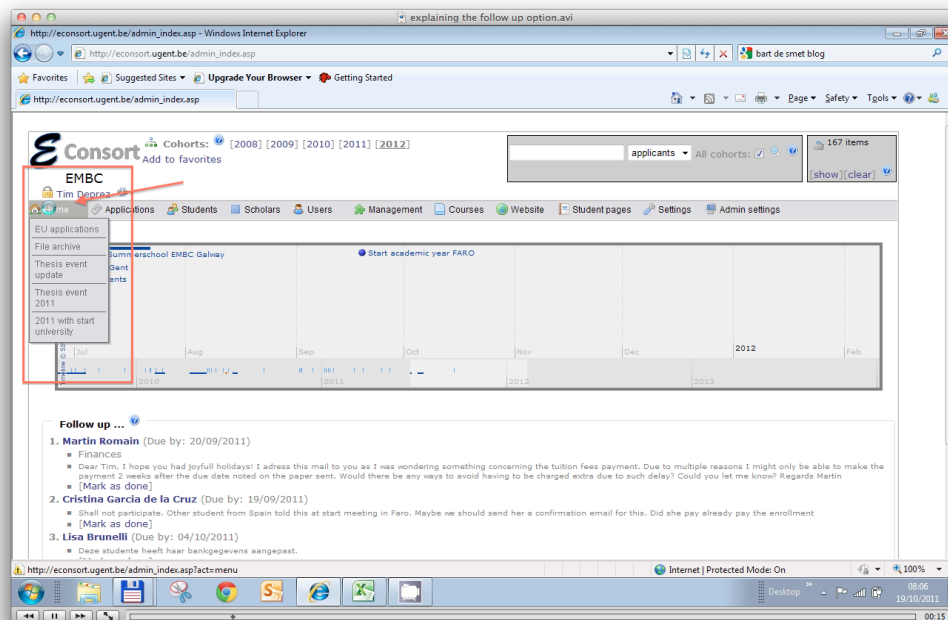
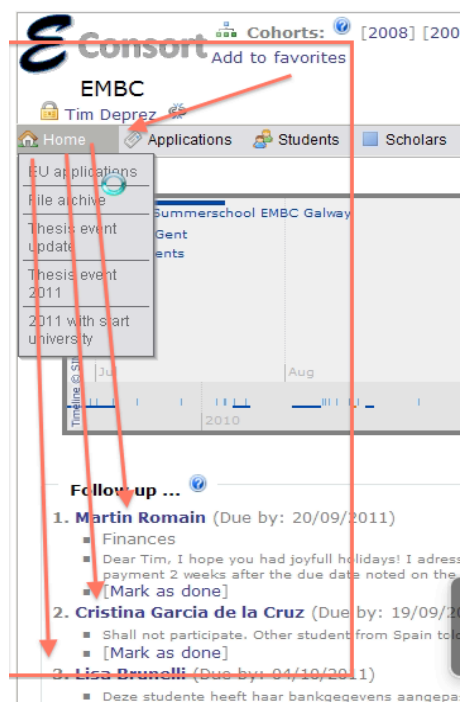


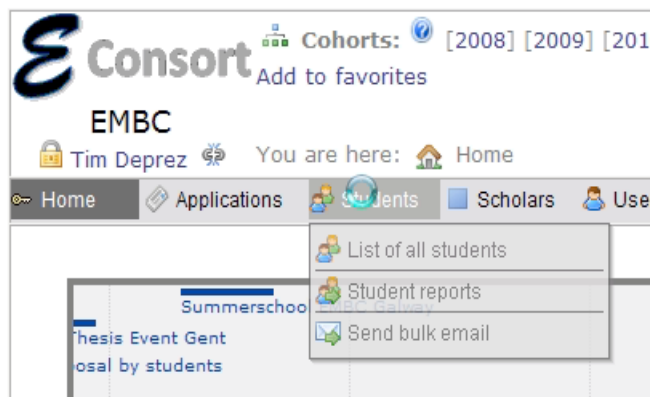
Explaining the follow up option



Navigate to your home-screen, the list of student with a follow up are listed in this screen



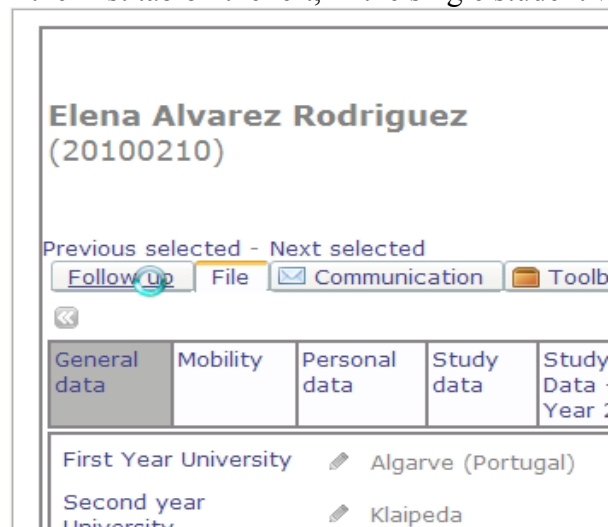
Next, to add a follow up item, go to the list of students



And select a student..

Nr.	Name	
1.	Alvarez Rodriguez Elena	catzara
2.	Araujo Goncalo	araujo.g
3.	Arda Yaprak	yapraka
4.	Barreto Marcelle	marcelle
5.	Bessa Pinto Heidi Acampora	heidiaca

Then, select “Follow up” on the first tab on the left, in the single student window



Then, select “Add new item to student follow up” as shown below

Elena Alvarez Rodriguez
(20100210)

Previous selected - Next selected

Follow up | File | Communication | Toolbox

[Add new item to student follow up]

Category:

Content: needs to be checked on langua

Attachment: []

Posted by: Tim Deprez - 30/05/2011

✕

By adding “content” to the follow up item, one can describe the reason/matter of the follow up.

Elena Alvarez Rodriguez
(20100210)

Previous selected - Next selected

Follow up | File | Communication | Toolbox | Doc

Add new follow up item

Content:

Category:

Attachment:

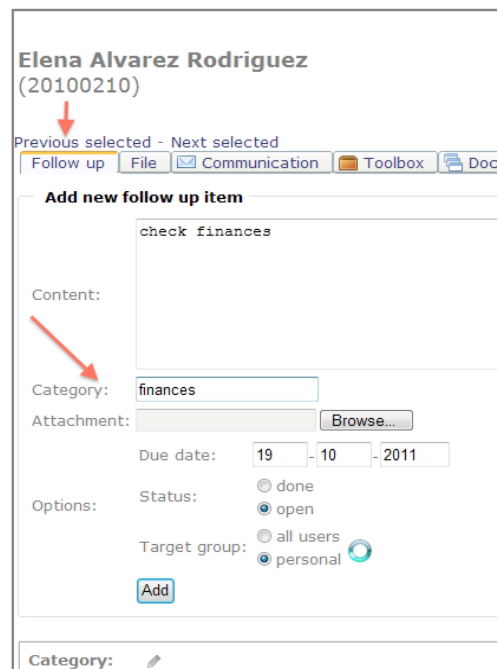
Due date: - -

Options: Status: ☐ done ☒ open

Target group: ☐ all users ☒ personal

Category:

One can define a category of the follow up item



Elena Alvarez Rodriguez
(20100210)

Previous selected - Next selected

Follow up | File | Communication | Toolbox | Doc

Add new follow up item

Content: check finances

Category: finances

Attachment: Browse...

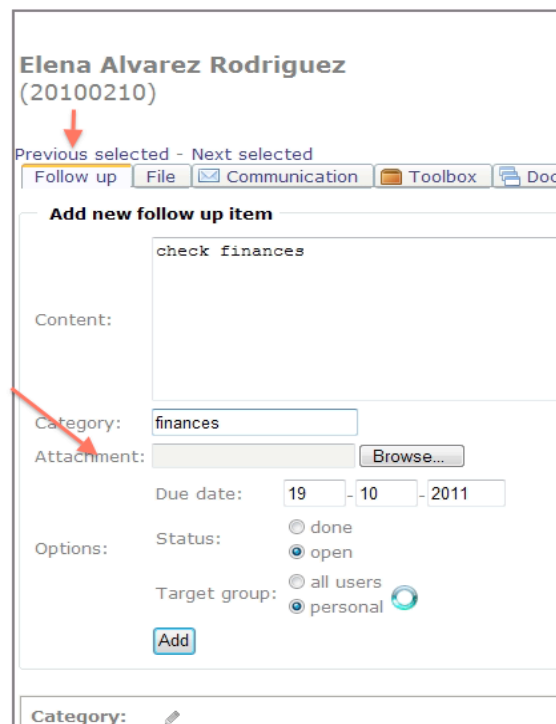
Due date: 19 - 10 - 2011

Options: Status: ☐ done ☒ open
Target group: ☐ all users ☒ personal

Add

Category:

and add an attachment



Elena Alvarez Rodriguez
(20100210)

Previous selected - Next selected

Follow up | File | Communication | Toolbox | Doc

Add new follow up item

Content: check finances

Category: finances

Attachment: Browse...

Due date: 19 - 10 - 2011

Options: Status: ☐ done ☒ open
Target group: ☐ all users ☒ personal

Add

Category:

The options section is divided into 2 sub-items

- “Status” indicates whether this followup item is already fully processed, or still open
- Target group indicates whether the follow up item is address to you only or to all users

Elena Alvarez Rodriguez
(20100210)

Previous selected - Next selected

Follow up | File | Communication | Toolbox | Doc

Add new follow up item

Content:


Category:


Attachment:

Due date: - -

Options:

Status: ☐ done ☒ open

Target group: ☐ all users ☒ personal 

Category: 

When you return to the home-screen, you will see the added follow up item at the bottom of the screen. Here you can mark the item as done. When this item is done, it will disappear from the home screen, but will remain in the history of the student.

Follow up ... 

1. **Martin Romain** (Due by: 20/09/2011)

- Finances
- Dear Tim, I hope you had joyfull holidays! I adress this mail to payment 2 weeks after the due date noted on the paper sent. 1
- [\[Mark as done\]](#)

2. **Cristina Garcia de la Cruz** (Due by: 19/09/2011)

- Shall not participate. Other student from Spain told this at start
- [\[Mark as done\]](#)

3. **Lisa Brunelli** (Due by: 04/10/2011)

- Deze studente heeft haar bankgegevens aangepast.
- [\[Mark as done\]](#)

4. **Md. Faisal Abedin Khan** (Due by: 05/10/2011)

- verstoorde uploading transcript nagaan
- [\[Mark as done\]](#)

5. **Elena Alvarez Rodriguez** (Due by: 19/10/2011)

- finances
- check finances
- [\[Mark as done\]](#) 