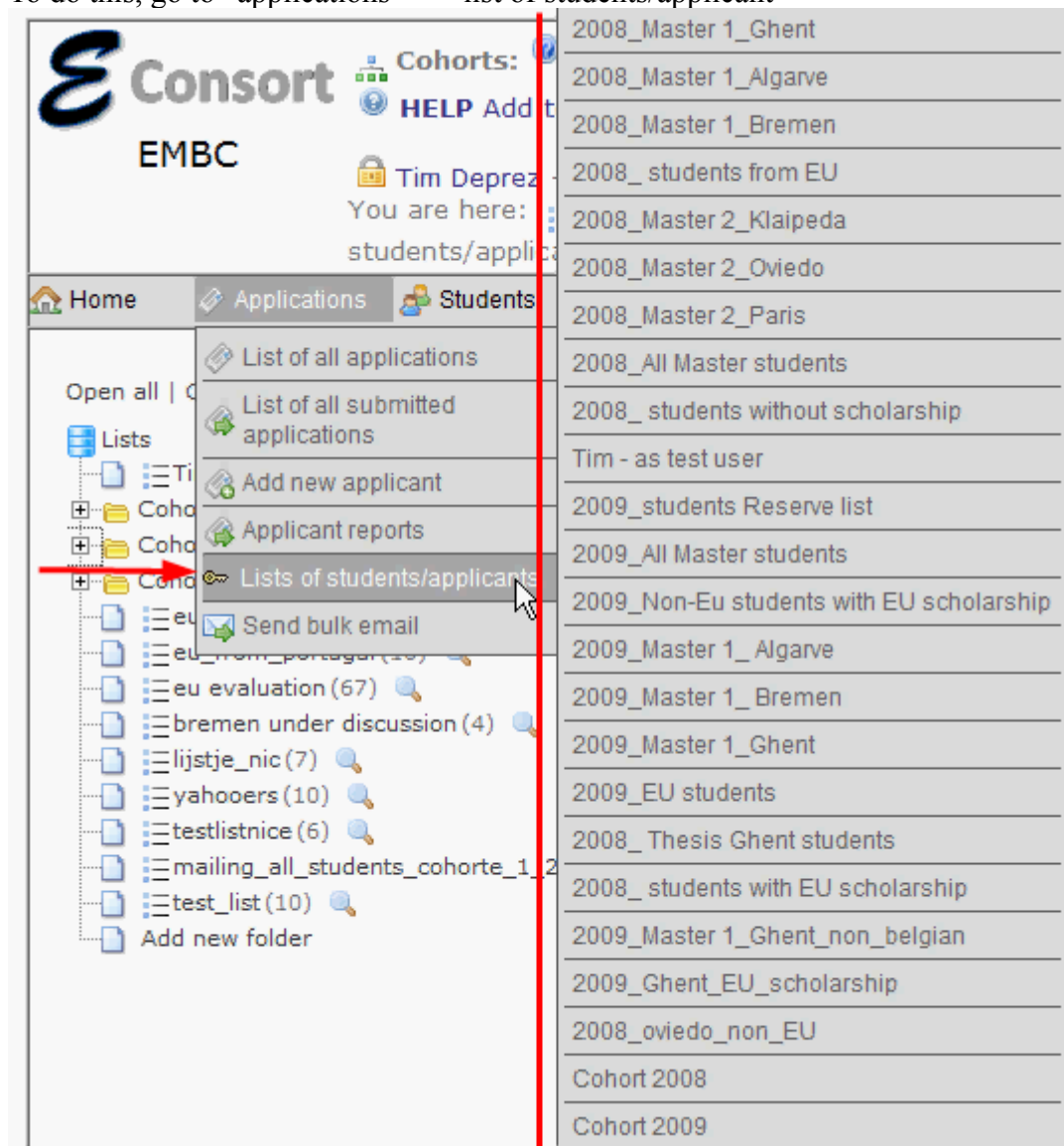


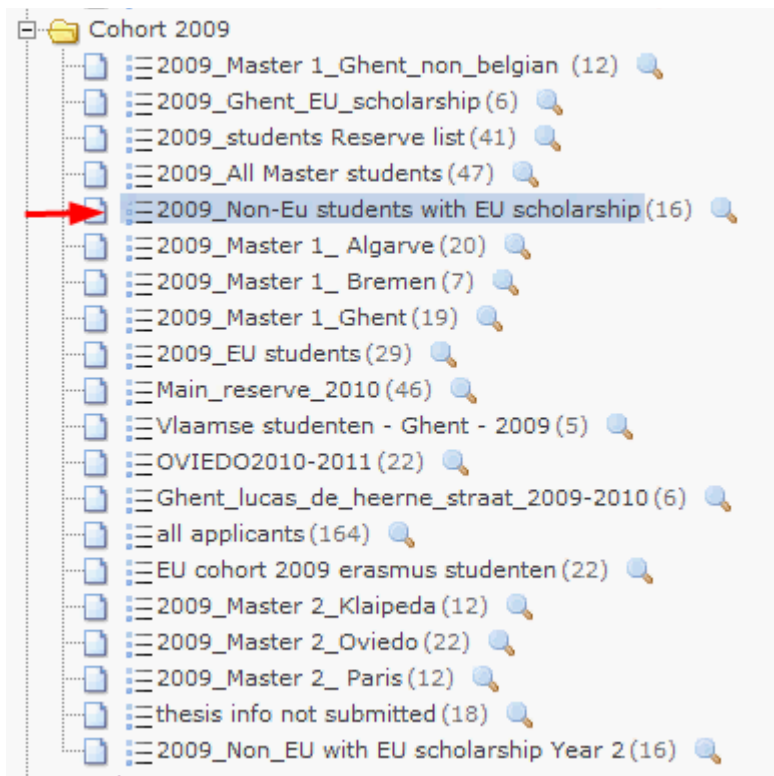
## Exporting data to excel

Econsort has the possibility to export data to spreadsheets.

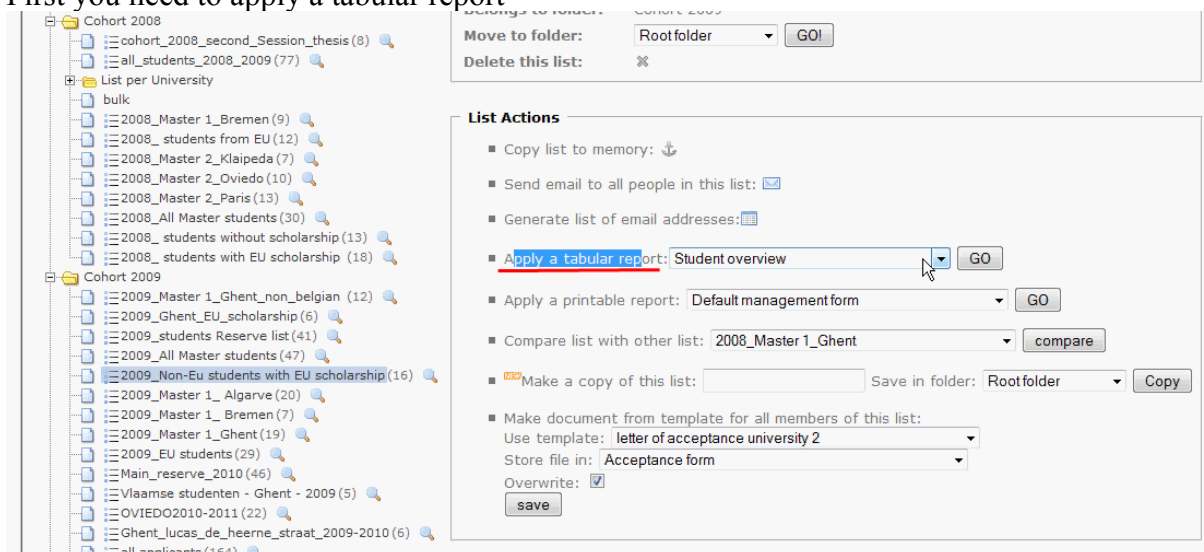
To do this, go to “applications” -> “list of students/applicant”



There you browse to the list you want to export



First you need to apply a tabular report



From the dropdown menu, select your choice (in this case “Student\_contact\_details”)

The screenshot shows the 'List Actions' panel. The 'Apply a tabular report' option is highlighted with a red arrow. The dropdown menu is open, showing a list of reports. 'Student\_contact\_details' is highlighted at the bottom of the list with another red arrow. Other options in the list include 'Student overview', 'Applicant with start\_university', 'Student - addresses', 'Student - finances', 'Applicant\_more\_info', 'Student Choices Year 2', 'Applicant number of EM', 'Applicant\_nationality', 'Goedkeuring rapport toelating Faculteit', 'Report\_buitenlandse zaken', 'Passport fotos students', 'Report\_Van\_Hee\_monthly\_year1', 'student - email', 'Applicant\_all\_info', 're`portlocation', 'insurance\_marshall\_data', 'thesis\_information', 'Picture contest', 'closing\_event\_details', and 'attendants overview'.

To apply your selection, press “go”.

After this a list is shown to you:

add records to basket   Add paging   Remove paging

Rows: 1-10 / 16   Page 1 of 2

buttons	First name	Last name	Email	nationality	Gender
<input checked="" type="checkbox"/>	Kaicheng	Qian	nathanqian@hotmail.com	China	Male
<input checked="" type="checkbox"/>	Renata Mamede da Silva	Alves	dis_csv@hotmail.com	Brazil	Female
<input checked="" type="checkbox"/>	Casandra	Tania	casandra_tania@yahoo.com	Indonesia	Female
<input checked="" type="checkbox"/>	Yohannes	Mebrahtom	jobayomeki@yahoo.com	Eritrea	Male
<input checked="" type="checkbox"/>	Angélica	Mariño Ramos	amarinor@gmail.com	Colombia	Female
<input checked="" type="checkbox"/>	Bhabananda	Biswas	biswas_ku07@yahoo.com	Bangladesh	Male
<input checked="" type="checkbox"/>	IVY	LOMOTey	ivynash22@yahoo.co.uk	Ghana	Female
<input checked="" type="checkbox"/>	Weldu	Debretsion Andom	weldu20@yahoo.co.uk	Eritrea	Male
<input checked="" type="checkbox"/>	Andrea	Moore	andreamarymoore@gmail.com	Canada	Female
<input checked="" type="checkbox"/>	Paula	Guimarães Salge	paulasalge@gmail.com	Brazil	Female

On top of the list, an option to export this list to an excel file is shown

**Report options**

save all the below records to a list  
 include url to student file ☐ **export**  
 Apply this report on another list:  **make report**  
[Edit this report](#)

Rows: 1-10 / 16

buttons	First name	Last name	Email	nationality	Gender
<input checked="" type="checkbox"/>	Kaicheng	Qian	nathanqian@hotmail.com	China	Male
<input checked="" type="checkbox"/>	Renata Mamede da Silva	Alves	dis_csv@hotmail.com	Brazil	Female
<input checked="" type="checkbox"/>	Casandra	Tania	casandra_tania@yahoo.com	Indonesia	Female

Besides of the list, an option to attach the student-URL to the excel listing. This url will be provided together with a password, so this data can be viewed externally.

Press “export” and you will be able to save the file as an Excel-file.

Home Applications Students Scholars Users Management Courses Website Student pages

**Student\_contact\_details** (limit on list: 20)  
with EU scholarship)

**Report options**

save all the below records to a list  
 include url to student file ☒ **export**  
 Apply this report on another list:  **make report**  
[Edit this report](#)

Rows: 1-10 / 16

buttons	First name	Last name	Email	nationality	Gender
<input checked="" type="checkbox"/>	Kaicheng	Qian	nathanqian@hotmail.com	China	Male
<input checked="" type="checkbox"/>	Renata Mamede da Silva	Alves	dis_csv@hotmail.com	Brazil	Female
<input checked="" type="checkbox"/>	Casandra	Tania	casandra_tania@yahoo.com	Indonesia	Female

Opening XLS\_report-2010-11-10\_46.xls

You have chosen to open

**XLS\_report-2010-11-10\_46.xls**  
 which is a: Microsoft Office Excel 97-2003 Worksheet  
 from: http://econsort.ugent.be

What should Firefox do with this file?

☒ **Open with** Microsoft Office Excel (default)  
☐ Save File  
☐ Do this automatically for files like this from now on.

OK Cancel

The excellist displays the student names, along with a specific URL with an accompanying password, where all data can be viewed externally.

In this case we click this student's url:

6	MariÁto Ramos	amarinor@gmail.com	Colombia	Female	<a href="http://embc.marbef.org/report_acc.asp?id=32643&amp;frm=35">http://embc.marbef.org/report_acc.asp?id=32643&amp;frm=35</a>	14452Ac
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In the browerwindows, there is a field where the password has to be entered

Enter validation code:

When entered correctly, the student's data is shown:

**Unique number: EMBC\_2009142**

## Application form EMBC students


Dear Applicant,  
Please answer all questions in the below application form correctly and complete. Once  
Note that the deadline for submission for Non-EU students is January 15 2009.  
Good luck To move to the next category to fill in, click on the header of that category

### Personal data

Indicate the type of student you are: **NON-EU Student**

---

#### Personal data

First name	Angélica
Last name	Mariño Ramos
Other name	
Title	Miss
Email Address	amarinor@gmail.com
Gender	Female
Civil status	single
Name of spouse (if applicable)	Not applicable
Number of children	
Date of birth 	30-06-1985

This way of showing info of student(groups) is especially convenient to show lists to parts of your department, which don't have access in any other way to the data.