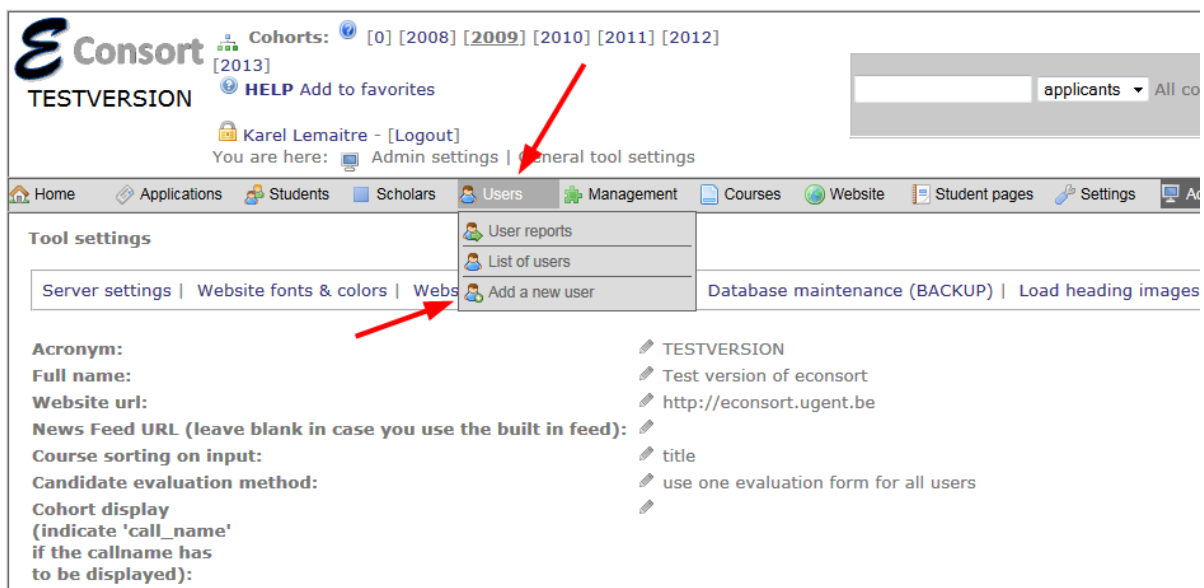


How to add a user

Log in into your Econsort instance.


(In this example we log in into “Testversion”)

Select “Users” then “Add new user”



The screenshot shows the Econsort web interface. At the top left, the logo 'Econsort' is displayed next to 'TESTVERSION'. To the right, there are links for 'Cohorts: [0] [2008] [2009] [2010] [2011] [2012] [2013]', a 'HELP' button, and an 'Add to favorites' button. Below this, the user 'Karel Lemaitre' is logged in, with a '[Logout]' link. A breadcrumb trail shows 'You are here: Admin settings | General tool settings'. A navigation bar contains links for 'Home', 'Applications', 'Students', 'Scholars', 'Users', 'Management', 'Courses', 'Website', 'Student pages', 'Settings', and 'Admin'. The 'Users' link is highlighted with a red arrow. Below the navigation bar, a 'Tool settings' section is visible, with a sub-menu for 'Users' containing 'User reports', 'List of users', and 'Add a new user'. The 'Add a new user' option is highlighted with a red arrow. To the right of the 'Tool settings' section, there are links for 'Database maintenance (BACKUP)' and 'Load heading images'. Below the 'Tool settings' section, there are several configuration fields with edit icons (pencil): 'Acronym:' (TESTVERSION), 'Full name:' (Test version of econsort), 'Website url:' (http://econsort.ugent.be), 'News Feed URL (leave blank in case you use the built in feed):', 'Course sorting on input:' (title), 'Candidate evaluation method:' (use one evaluation form for all users), and 'Cohort display (indicate 'call_name' if the callname has to be displayed):'.


Enter the credentials of the user. And select the user from who the securitysettings should be copied to the new user. (in this case Karel Lemaitre)


Add a new user: 

First name:


Last name:

Email:


Security: Clone settings of this user:
 



























By adding the user, the user will be shown while listing all users.

Karel Lemaitre - [Logout]
 You are here:  Management | List of users

Home Applications Students Scholars Users Management Courses Website

List of users for this website: 

Nr.	Last name	First name	Email		Last login
1.	Deprez	Tim	tim.deprez@ugent.be	 	15/02/2011
2.	Econsort	Econsort	econsort.econsort@gmail.com	 	//
3.	Gaetano	Marc	marc.gaetano@gmail.com	 	12/01/2011
4.	Gerritsen	atc	atc.gerritsen@hccnet.nl	 	//
5.	Gerritsen	Ton	a.gerritsen@erasmusmc.nl	 	28/02/2011
6.	Karel	Lemaitre	karellemaitre@gmail.com	 	//
7.	Lemaitre	Karel	lemaitrekarel@gmail.com	 	13/04/2011
8.	M	K	karellemaitre@gmail.com	 	//
9.	Prévo	Laurent	laurent.prevot@lpl-aix.fr	 	21/10/2010
10.	Schulte Osterman	Carlotta	carlotta.schulte.ostermann@uni-oldenburg.de	 	//
11.	Vrakking	Astrid	a.vrakking@erasmusmc.nl	 	22/02/2011
12.	Zeegers	Mijke	zeegers@pallas-healthresearch.com	 	//

A this point, the user can navigate you your instance's login page, and use the bottom part of the screen to enter their emailaddress (as a check) and a password of their choice.

After entering this data, the user will receive an email, with a confirmation link, which they have to click to complete the procedure.

Activation administration account TESTVERSION

Inbox | X

