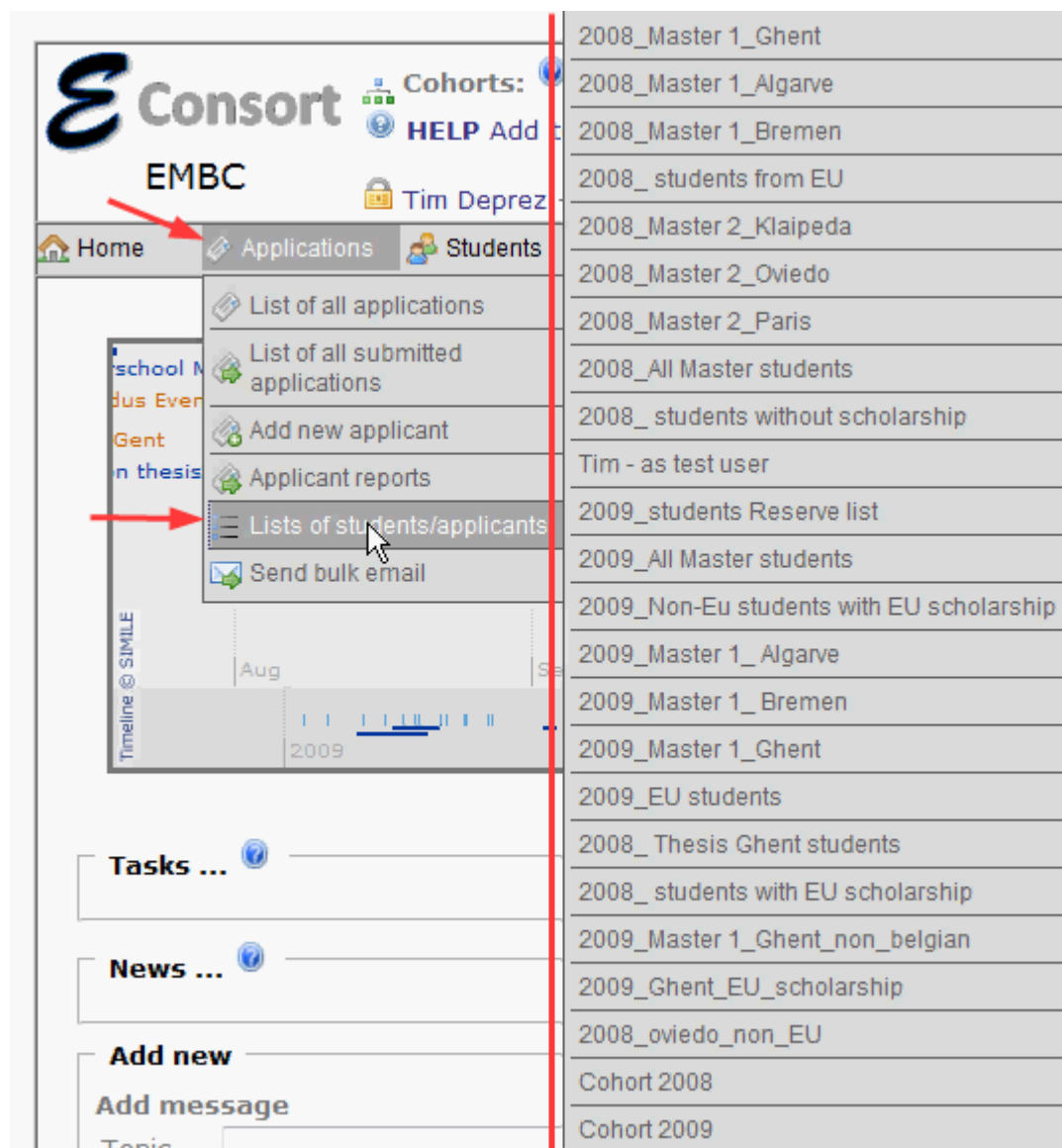


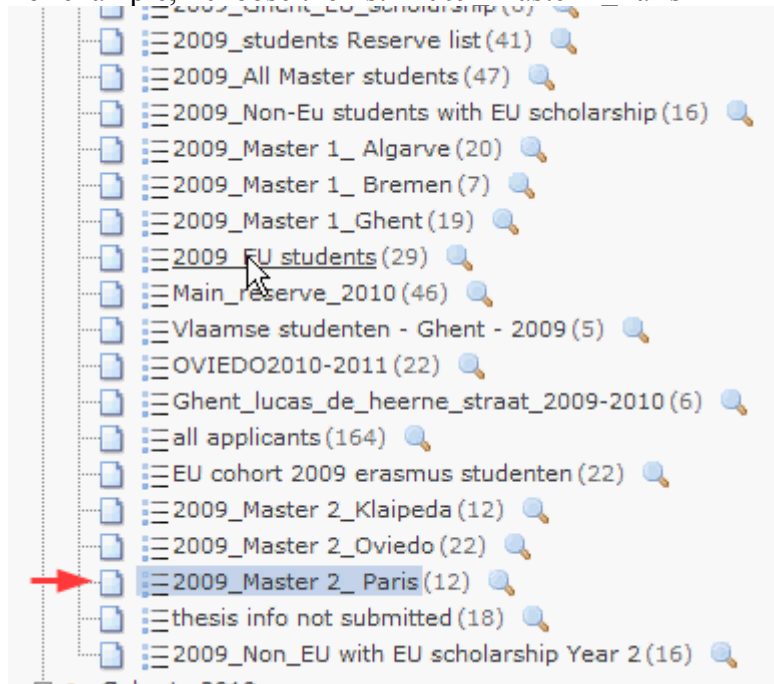
Putting a list in the memory

Lists are one of the keyfeatures of EConsort. These lists can be used of the memory of your computer. In order to load a list into the memory of your computer, go “Application”, Lists of students/applicants,choose the list.

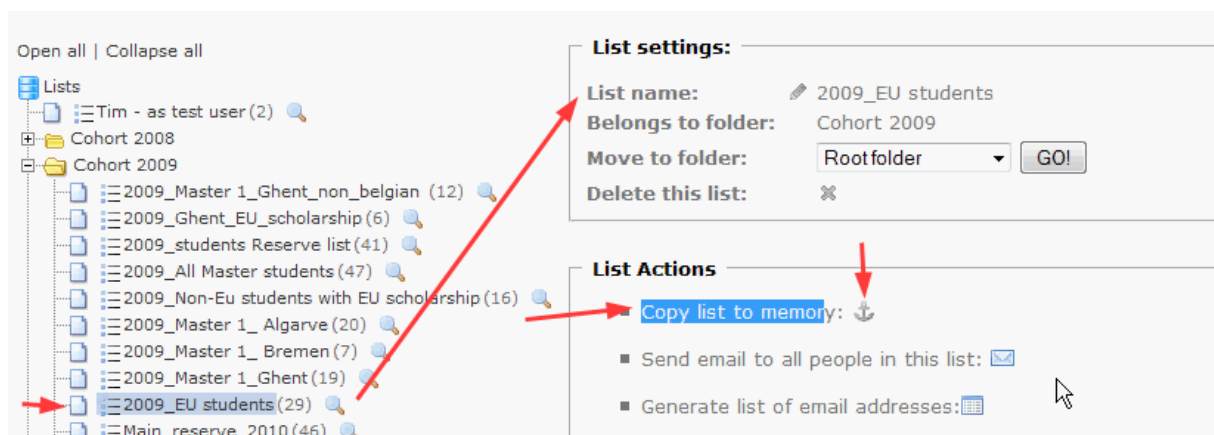


The screenshot displays the EConsort EMBC web application interface. At the top, the logo 'EConsort EMBC' is visible, along with a 'Cohorts:' section and a 'HELP' link. Below the logo, there are navigation tabs: 'Home', 'Applications', and 'Students'. A red arrow points to the 'Applications' tab. A dropdown menu is open under 'Applications', showing options: 'List of all applications', 'List of all submitted applications', 'Add new applicant', 'Applicant reports', 'Lists of students/applicants' (highlighted with a red arrow and a mouse cursor), and 'Send bulk email'. To the right of the menu, a vertical list of cohorts is displayed, including: '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', and 'Cohort 2009'. At the bottom left, there are sections for 'Tasks ...', 'News ...', and 'Add new' with a sub-section 'Add message'.

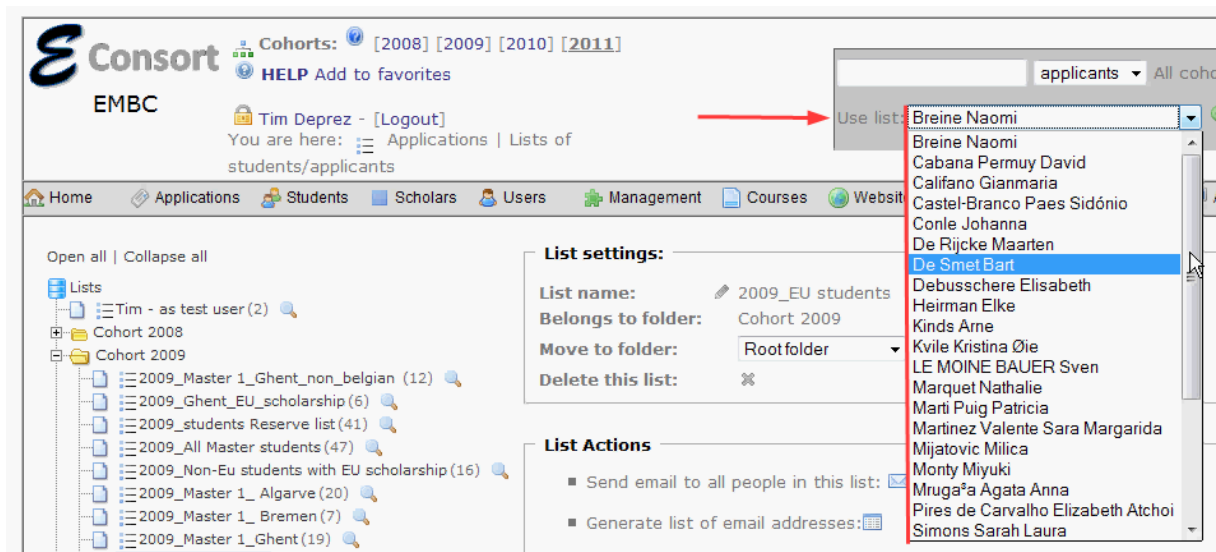
For example, I choose the list “2009 Master 2_Paris



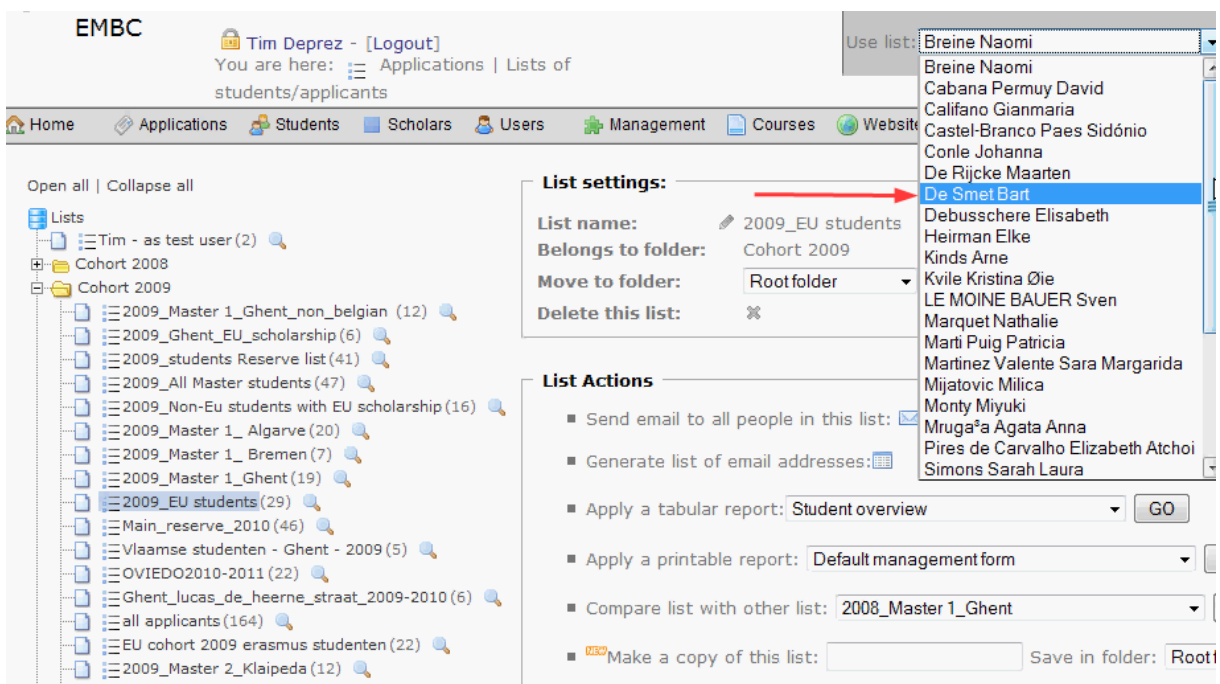
When a list is selected, you can copy the list to the memory (“List Actions” – “Copy list to memory”) and press the anchor-icon to complete the command.



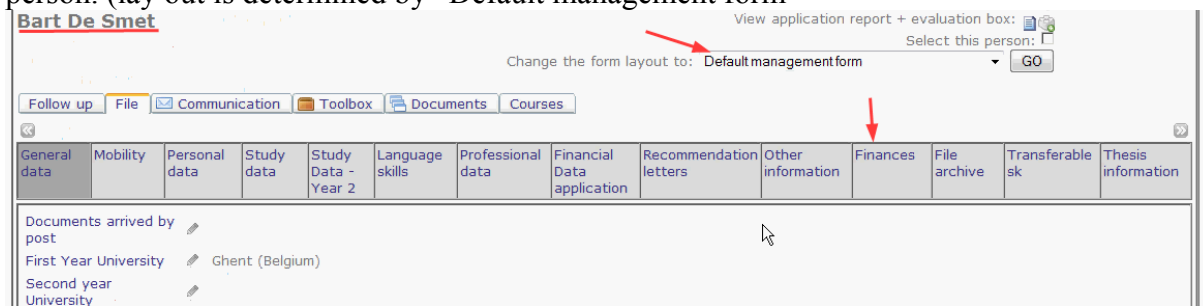
Now you will notice that in the top pane of your management window, you will see all members of this list, under “Use list”



By clicking on the name of a student, it will immediately open the file of the student. In this case we select “De Smet Bart”



So, now we are at the studentpage of De Smet Bart. Here we can see all data related to this person. (lay out is determined by “Default management form”



The screenshot shows the student management interface for Bart De Smet. The header includes the student's name, a dropdown menu for 'Default management form', and a row of tabs for different data categories: General data, Mobility, Personal data, Study data, Study Data - Year 2, Language skills, Professional data, Financial Data application, Recommendation letters, Other information, Finances, File archive, Transferable sk, and Thesis information. The 'Finances' tab is highlighted. Below the tabs, there is a section for 'Documents arrived by post' with a list of documents: First Year University, Second year University, and Ghent (Belgium).

By selecting “Finances” we go to that page, there, clicking the pencil-icon, you can make changes to each individual field.

⇒ Good to know: while at the “Finances”-page, by selecting another student, the page will automatically load the new student, and will open the “Finances”-page of that student.

This feature greatly reduces the number of clicks need, i.e. for changing certain fieldvalues in a list of students.