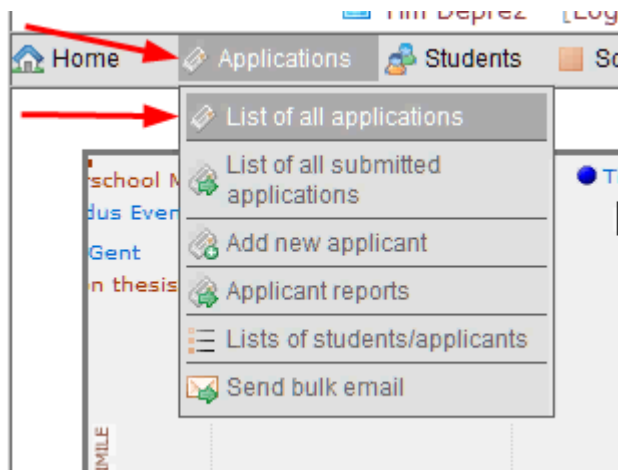






















Simple creation of a list

Log in into the management part of your EConsort instance.

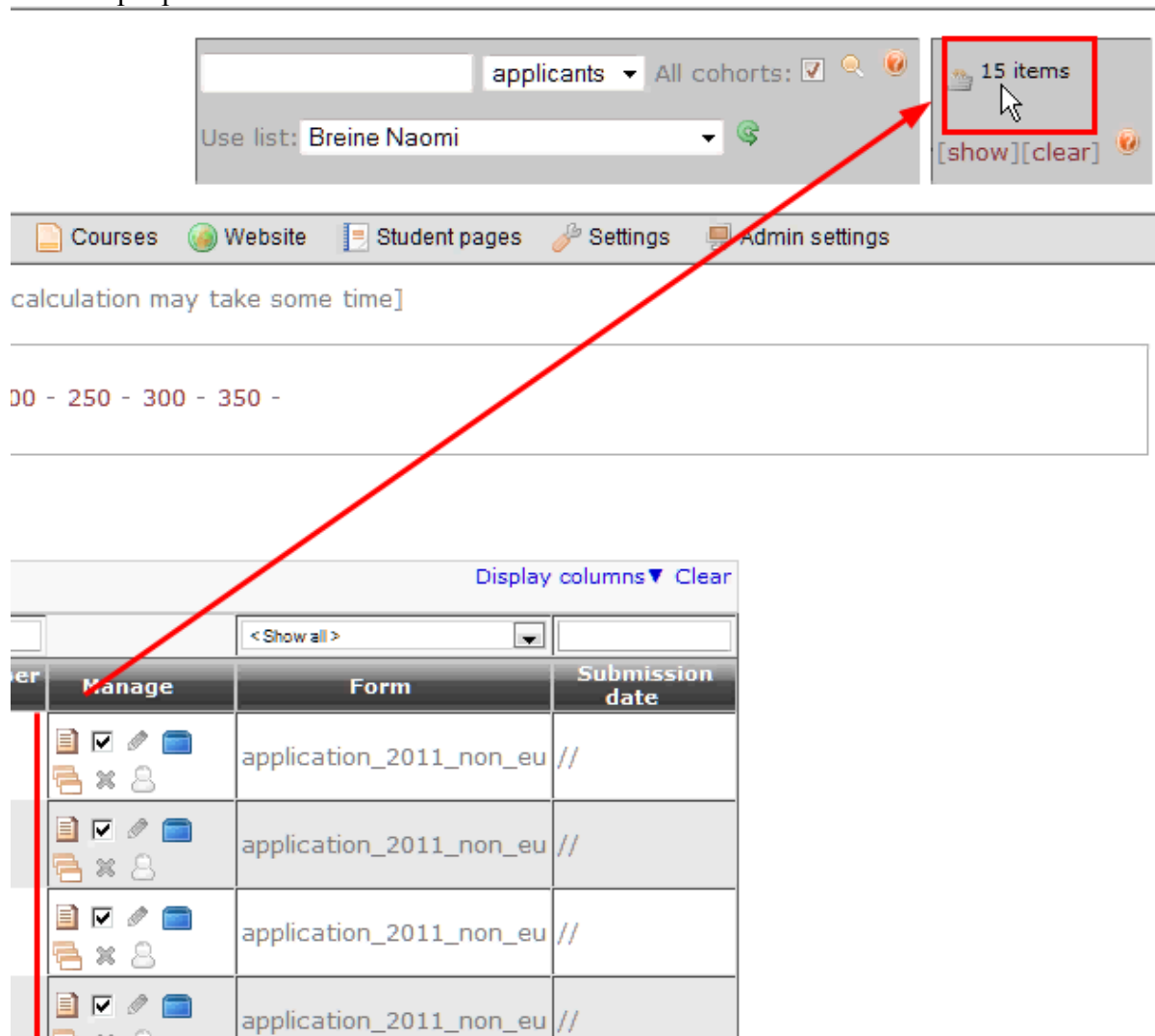
Select “Applications” => “List of all applications”



You can select people by clicking the checkbox next to their name, in this way they will be added to your list.

<div> <input type="button" value="add records to basket"/> <input type="button" value="Add paging"/> <input type="button" value="Remove paging"/> </div>				
Rows: 50				
<input type="text"/> <input type="text"/> <input type="text"/>				
Nr.	Name	Email	File number	Manage
1.	shamsad	shsamsad@yahoo.com		<input checked="" type="checkbox"/>    
2.	Aarthi Ravindran	aarthi.ravindran@gmail.com		<input checked="" type="checkbox"/>    
3.	Abebe Almaz Tesfay	diamzee@yahoo.ca		<input checked="" type="checkbox"/>    
4.	Abotti Cynthia, Enoh-obong	thia903@yahoo.com		<input type="checkbox"/>    
5.	Abreo Neil Angelo	nas_abreo@yahoo.com		<input type="checkbox"/>    

Notice in the top right corner of your screen, the number of selected people is shown. These selected people are added to a basket.



applicants All cohorts: ☒ ☐ ☐

Use list: Breine Naomi

15 items

Courses Website Student pages Settings Admin settings

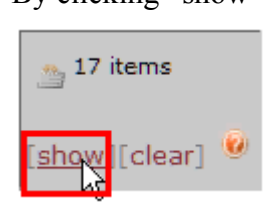
calculation may take some time]

00 - 250 - 300 - 350 -

Display columns▼ Clear

er	Manage	Form	Submission date
	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	application_2011_non_eu //	//
	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	application_2011_non_eu //	//
	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	application_2011_non_eu //	//
	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	application_2011_non_eu //	//

By clicking “show” the list of people selected by you is shown



17 items

In the top left side of the screen, you 'll see a box, that enables you to name the list, select the type of the list and to save the list to a certain destination.

Save this list ...

Name of the list:

Type of list:

Save in category:

By clicking on the “save”button, you are forwarded to the next page.

Actions on this list: test_list

☒ Change application form to: Set status of form to open: ☐

☒ Field: Changed since: (dd-mm-yyyy)

☒ Generate list of email addresses

☒ Send email to all students in this list

☒ Build printable report based on the design of the form :

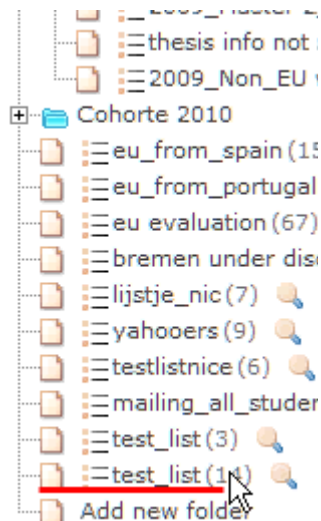
☒ Apply a tabular report on this list :

☒ Update a field for all members in this list :

[save all the below records to a list]

On this page you can do different actions to the list.

By clicking on “Applications”, “List of students/applicants” you get a list where all your saved lists are shown.



By clicking on the list you created and saved before, you are taken to a new screen, where possible actions on that list are shown.

List Actions

- Copy list to memory:
- Send email to all people in this list:
- Generate list of email addresses:
- Apply a tabular report:
- Apply a printable report:
- Compare list with other list:

In order to clear your basket, go to the top right of your screen and press “Clear”

