

# The toolbox



On every applicant's or student's profile, the tab page *Toolbox* can be found. It contains information and allows several actions, explained in this document and the corresponding videos.

- Next selected



1. **Students** > **List of all students** > next to required student
2. **Applications** > **Lists of students/applicants** > next to required list > next to required person
3. **Applications** > **List of all applications** > next to required applicant
4. Type first or last name in the search field (upper right corner of EConsort interface) and press Enter. > next to required person



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A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.




Watch every video tutorial online by clicking the corresponding 'Play' icon.



## a. Data and statistics overview

▼ This menu displays 7 items:

 **Data and statistics overview**

- Date of application startup: 17/02/2009
- Date of application submission: 17/03/2009
- Date of last edit in application: 01/12/2011
- ID of this person in EConsort: 7411
- The total size of documents for this student is: 28.78 MB.
- Last file was loaded/changed at 6/27/2011 2:46:01 PM
- There are 30 files in this folder [[Show file names](#)]

The **Date of application startup** is the date on which the applicant first signs in for editing or submitting his/her application.

The **Date of application submission** is the date on which the applicant submitted his/her application.

The **Date of last edit in application** is the date on which the application was last edited.


The **ID of this person in EConsort** is this person's unique record number in EConsort.

The **total size of documents for this student** gives correct information about the size of documents stored.





**Last file was loaded/changed at** \_\_\_\_\_ indicates the specific moment on which a file of this student was last loaded or changed.

**There are X items in this folder** indicates how many files can be found in the student's folder.

▼ Upon clicking **Show file names**, a list of these files appears:

 **Data and statistics overview**

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- Date of application submission: 17/03/2009
- Date of last edit in application: 01/12/2011
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▲ Clicking the **'Save'** icon will open the document in a new tab, allowing you to download it.



## b. Info on student page

▼ This item shows the form(s) linked to this student's page on EConsort.

The screenshot shows a section titled "Info on student page" with a green plus icon. Below it is a table with three columns: "Form", "Options", and a delete icon. The table contains one row: "Application project X" in the "Form" column, "as application form" in the "Options" column, and a delete icon in the third column.

Form	Options	
Application project X	as application form	✕

▲ For each linked form, the viewing/editing options are shown in the second column.

Every link can be deleted by clicking the cross in the third column.

By clicking [the green icon](#), you can link a new form to the student's page.

▼ The following options appear:

The screenshot shows the "Info on student page" section with a table of linked forms. Below the table is a section titled "Add new form to the student file of this student ...". It includes a dropdown menu to "Choose a form to add to the student page:" with the selected option "Application MyEconomics electives (PhD candidates)". Below this is a section titled "Rights on module:" with four radio button options: "pure view - no change requests possible", "view" (selected), "edit", and "as application form". At the bottom is a button labeled "link to the student".

**Form**      **Options**     

Application project X	as application form	✕
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**Add new form to the student file of this student ...**

Choose a form to add to the student page:

Application MyEconomics electives (PhD candidates) ▼

Rights on module:

☐ pure view - no change requests possible

☒ view

☐ edit

☐ as application form

link to the student

▲ First, [choose the form](#) you want to link in the choice list.

Afterwards, [choose the settings](#) upon editing the form:

**Pure view:** the student/applicant can view the form, but cannot request any changes.

**View:** the student/applicant can view the form and request (a) change(s).

**Edit:** the student/applicant can view and edit the form.

**As application form:** the student/applicant can view, edit and submit the form.

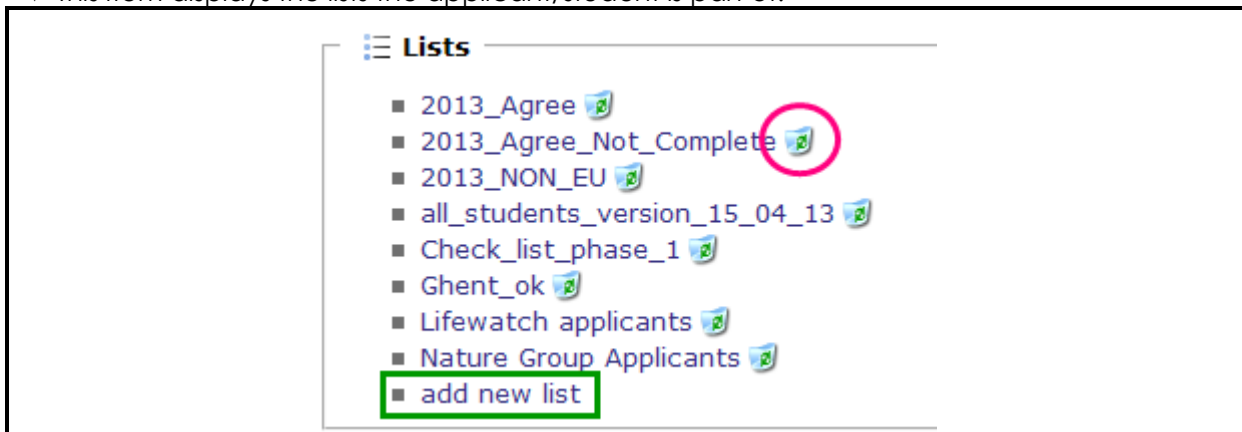
Finish linking the form by clicking **link to the student**.

Clicking [a linked form](#) directs you to an overview of all linked forms and the possibility to add a new form to a student page. (More information on this page can be found in the tutorial **Student pages > Connecting forms to student pages**.)



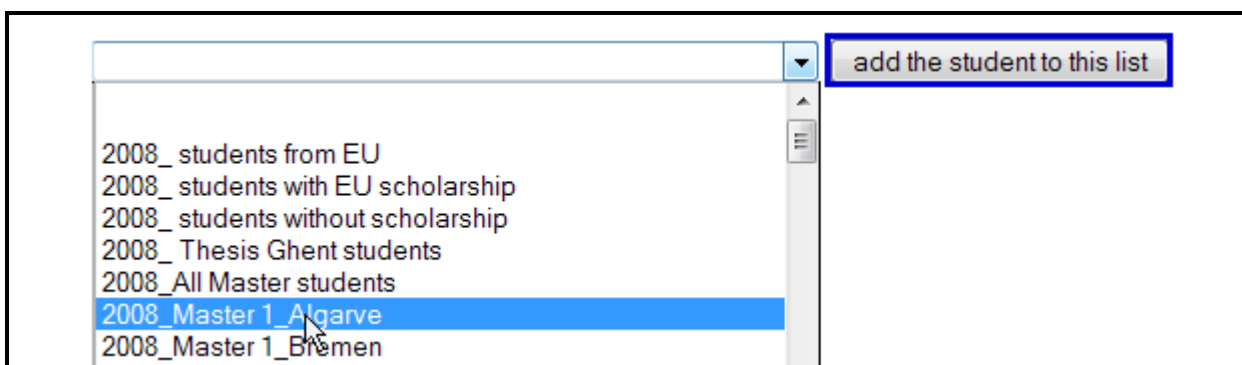
## c. Lists

▼ This item displays the lists the applicant/student is part of.



▲ Clicking the **recycle bin** next to a list's name, removes the student or applicant from that list.

Putting the student on another list is possible by clicking **add new list**.



▲ A choice list appears and allows you to choose a list.  
Finish by clicking **add the student to this list**.



## d. Links to users

A user's access to the students' information can be limited by defining the **Applicants security** in this user's security settings as **restricted**. This allows you to assign several students to this user, as explained in another tutorial.

▼ After doing so, user(s) linked to a certain student can be found in a student's toolbox under **Links to users**.

### Links to users (restricted rights)

The following users with restricted rights have access to the information about this student:

User	Through form	Through list
Hilpe	Application_2013	List:Bremen_to_be_checked



## e. Special tools

▼ This item collects several special functions:

**Special tools**

- Check whether this student has applied to other courses running on EConsort (1) **A**
- Click the below link to reset the password of a student/applicant.  
He/She will receive an automated email with his newly assigned password.  
Reset password **B**
- Resend email with password and link to application form **C**
- Resend application form to this student **D**
- Generate pdf of application form **E**
- Change application form to: Application\_2013 ▼ Set status of form to open: ☐ **Change application form** **F**

### A. Check whether the student has applied to other courses running on EConsort

▼ Clicking this item displays a list of the programmes this student has applied for, 1 in this example.

**List of programmes for which this student applied**

■ B M

EMBC Cohorte: 2013

FA- ENROLLED

FA = FULL APPLICATION  
OR = ONLY BASIC REGISTRATION

▲ For every application, the name of the student, the EConsort platform and cohort and the status of every application can be found.

### B. Reset password

This item allows you to reset the password for this student/applicant.  
After clicking this link, a pop-up asks you to confirm your choice (**OK**) or to cancel (**Cancel**).

### C. Resend email with password and link to application form

This item allows you to resend an email with password and link to the application form to this student/applicant.  
After clicking this link, a pop-up asks you to confirm your choice (**OK**) or to cancel (**Cancel**).

### D. Resend application form to this student

This item allows you to resend an email with the registration information to this student/applicant.  
After clicking this link, a pop-up asks you to confirm your choice (**OK**) or to cancel (**Cancel**).

### E. Generate PDF of application form

This item allows you to generate a PDF-file of this student's application.

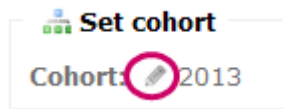
### F. Change application form

This item allows you to change the application form to another one. You can choose to set the status of the form to open. Confirm by clicking **Change application form**.



## f. Set cohort

▼ This item allows users to manually change the student's cohort by clicking [the pencil](#):





## g. Form/field overviews

▼ This item lists all of the forms modified by this applicant/student:

Form/field overviews				
Note: the application form used by this student is indicated in <b>bold</b>				
Form name	# required fields	# filled in	%	
Default management form	7	5	71	
Application form 2009	49	32	65	
Application form 2009 - EU	46	32	70	
Application_2010_non_eu	70	39	56	
Application_2010_eu	65	36	55	
Management form partner universities	70	39	56	
Application_2011_non_eu	70	39	56	
Application_2011_eu	65	36	55	
Application_2012_non_EU	69	41	59	
Application_2012_EU	53	41	77	
<b>Application_2013</b>	47	47	100	
Approval of Admission	1	1	100	
Copy of My Application	46	46	100	
Management Form EMBC+	20	20	100	

▲ For every form, the number of required fields and how many of these fields the student has completed are indicated. The fourth column converts the number of completed fields into a percentage.

The application form currently used by this applicant/student, is indicated in **bold**.

▼ The **green icon** allows you to look at the fields that haven't been completed yet.

Default management form	7	6	86	
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▼ After clicking it, a list of these fields is displayed:

The following required fields were not filled in yet!				
• Language skills: English - certificate of test1043				





## h.External access code

This item makes it possible to generate a hyperlink and a code to access forms outside of the EConsort platform.

▼ Choice lists allow you to **choose the form you want to export** and **for how long you want the link to be valid**.

**External access code:**

Make an access code to access the file of this student externally:

Form	Default management form
Validity	1 week
<input type="button" value="generate code"/>	

▲ Complete the action by clicking **generate code**.

▼ A URL to the form and the needed validation code are displayed.

- URL to access the form: <http://econsort.ugent.be/reportaccess.asp>
- Validation code: wioae9513a547



## i. Action log

The action log displays all of the actions users have done regarding this person's profile.

▼ In the example below, the applicant was upgraded to student on 14/04/2013 by user D\_.

Action log		
Date	Action	By
28/03/2013	upgrade to student	D_

▼ The example below illustrates the 3 other possible events displayed in the action log.

Action log		
Date	Action	By
18/04/2013	restore	D_
16/04/2013	delete	D_
15/04/2013	downgrade to non-student (applicant)	D_

Whenever a student is downgraded to a non-student (= an applicant), deleted or restored a student, this will be shown in the action log.



## j. Overview report

▼ The link [make zip of all reports](#) allows you to download all of this student's files in one single ZIP-file.



▼ Clicking this link renews the page and adds 3 links to this item:



▲ The [first link](#) allows you to open or download the ZIP-file.

The [second link](#) regenerates a ZIP-file in case new documents were added.

The [third link](#) allows you to mail the ZIP-file.