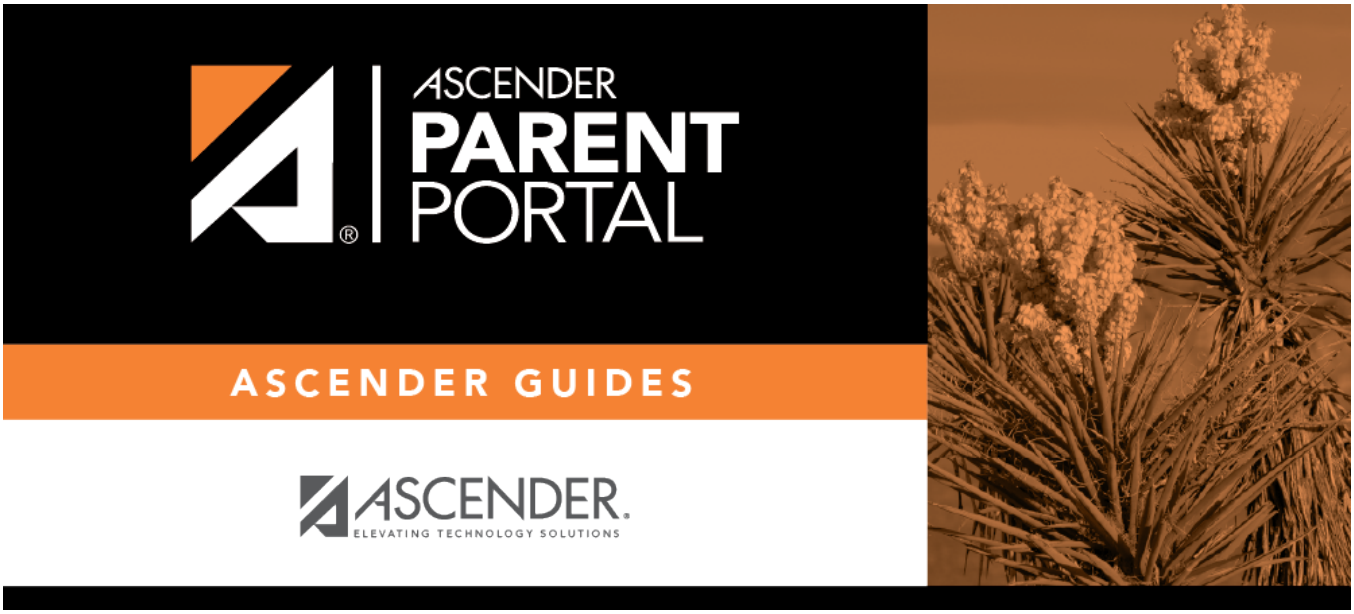



# formcolumns

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# Form Column Management

***txConnect Admin > Administrator Options > Settings > Forms Management > Form Columns***

This page allows you to set options for a pool of columns (i.e., fields) that can be used to build customized dynamic forms for new student enrollment and demographic updates. Examples of columns are first name, last name, middle name, birth date, and sex. The list of **Available Columns** is added automatically. You can set options for each column, such as whether it can be updated by a parent without approval by the campus.

Some districts can also select document storage fields, which allow parents to upload supporting registration forms, such as immunization record, birth certificate, and more.

On this page you will select the fields to be used. You will add the fields to a form in a subsequent step using the Form Management page.

## Manage form columns:

Under Available Columns, a list of all available columns (i.e., fields) is displayed.

The list includes the database column name, database table name, and the application with which the field is associated (such as Registration).

Note:  (iTCCS and TxEIS pilot only) The following column names are used for document storage: DOCSTOR_BC (birth certificate), DOCSTOR_DL (driver license), DOCSTOR_IMM (immunization record), and DOCSTOR_POR (proof of residency). These are columns that can be added to a form to allow parents to upload these documents.

| | |
|---|---|
| **Seq** | This field indicates if the field is from a vertical table.<br><br>• blank = a single record for the student, such as a birth date (i.e., not a vertical table).<br><br>• asterisk (*) = multiple records for the student, such as multiple contact records. For example, the demo contact table has a sequence identifier for each person entered.<br><br>• (iTCCS only) sequence number = a hard-coded sequence resulting in a static number of multiple-records. If there are two contacts entered, they would have sequence numbers of 01 and 02. |
| **Updateable** | This field indicates if the data in the field can be updated by a parent. This is set automatically and cannot be changed.<br><br>• *True* (i.e., yes) indicates that the field can be updated by a parent.<br><br>• *False* (i.e., no) indicates that the field cannot be updated by a parent. |

You can click the column heading to sort the grid by that column. Click it once to sort the column in ascending order. Click it again to sort the column in descending order.

Click under Edit to edit settings for a particular field.

The Edit Column Information section is displayed on the left side of the page.

The Selected Column field indicates the database name for the selected column. For a column in a vertical table, an asterisk or a sequence number is displayed in parentheses next to the column name.

The From Table field indicates the database name for the table in which the selected column exists.

Under Default friendly display name, a friendly name for the selected column is displayed as it will appear on the form. For example, if the database column name is sr_demo.dob, the friendly name might be Date of Birth. The friendly name is set automatically and cannot be changed from this page; however, you can modify the friendly name when you add it to a form in a subsequent step.

For Is column visible to the user, select Yes to allow the field to be displayed for the parent on a form in txConnect. If you select No, the field cannot be displayed on any forms for parents to see.

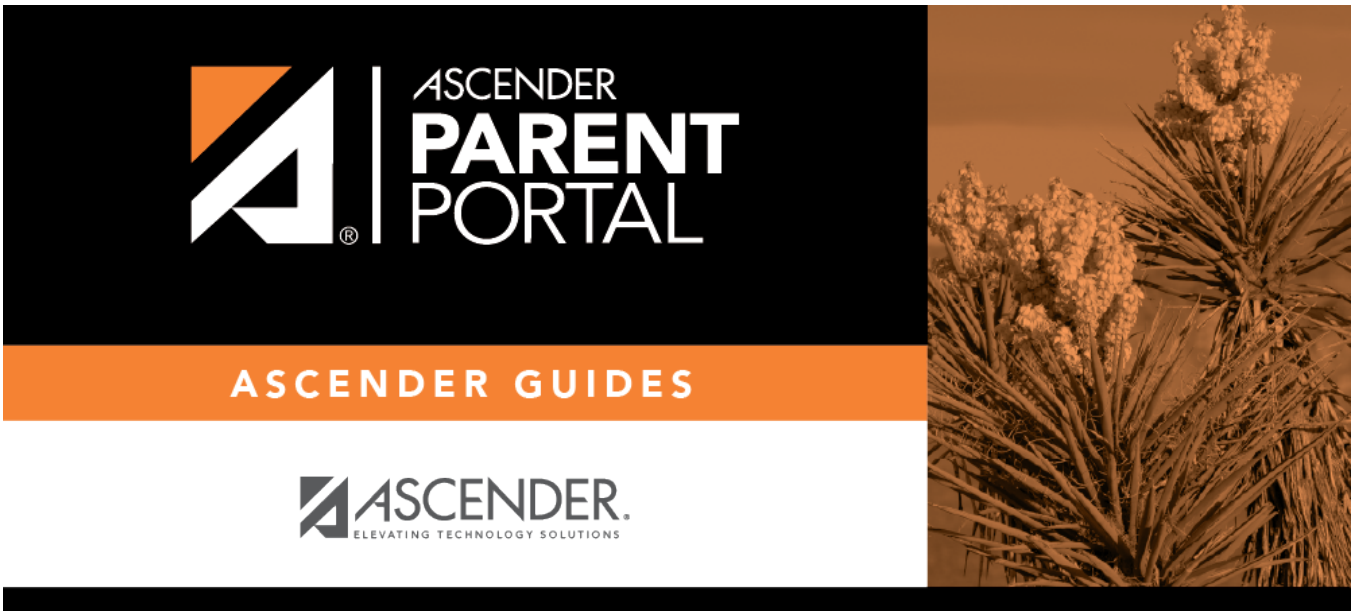
The Will this column require an admin's review field is not in use at this time. Whether you select Yes or No, all changes submitted by a parent must be reviewed by an administrator before they can be reviewed.

The Is physical documentation required for changes field is not in use at this time.

Under Default instructions or information for this data, you can type any special instructions for the parent that are specific to the field. You can type up to 255 characters.

Click Save. A message is displayed indicating that the data was saved successfully.

Repeat these steps for each column that will be used in a form.


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