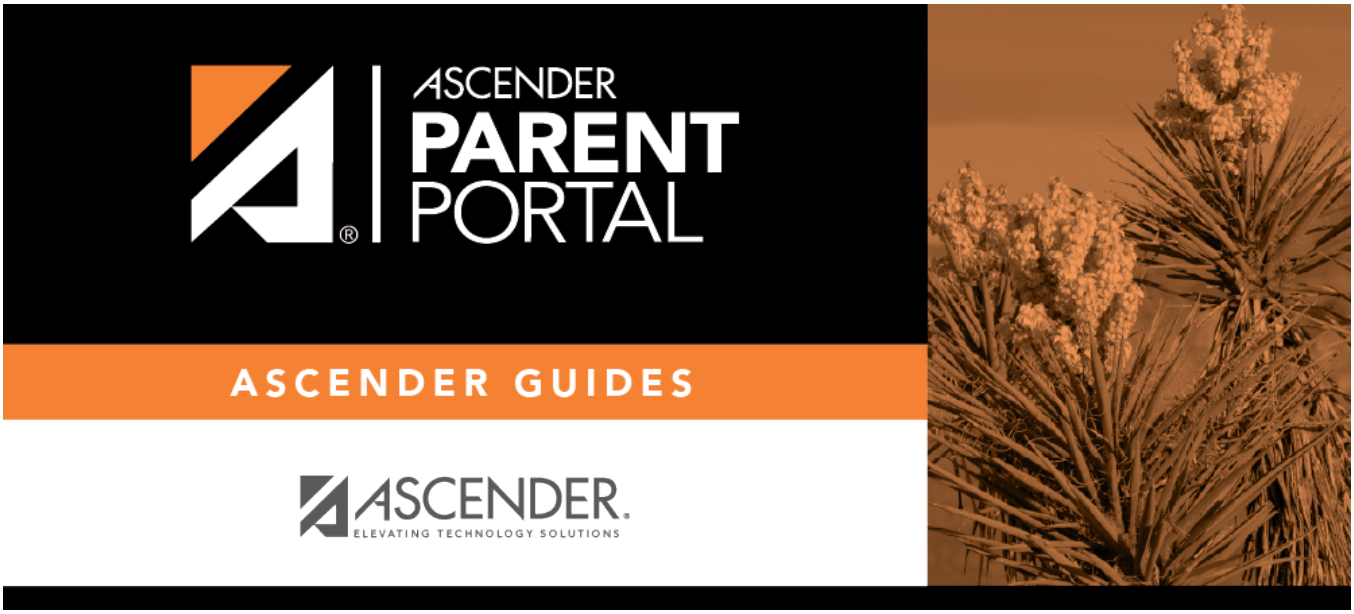


formcolumns

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Form Column Management 1

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).

To change the sort order of the grid, click the column heading. Click it once to sort in ascending order. Click it again to sort in descending order.

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. • blank = a single record for the student, such as a birth date (i.e., not a vertical table). • 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. • (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. • *True* (i.e., yes) indicates that the field can be updated by a parent. • *False* (i.e., no) indicates that the field cannot be updated by a parent.

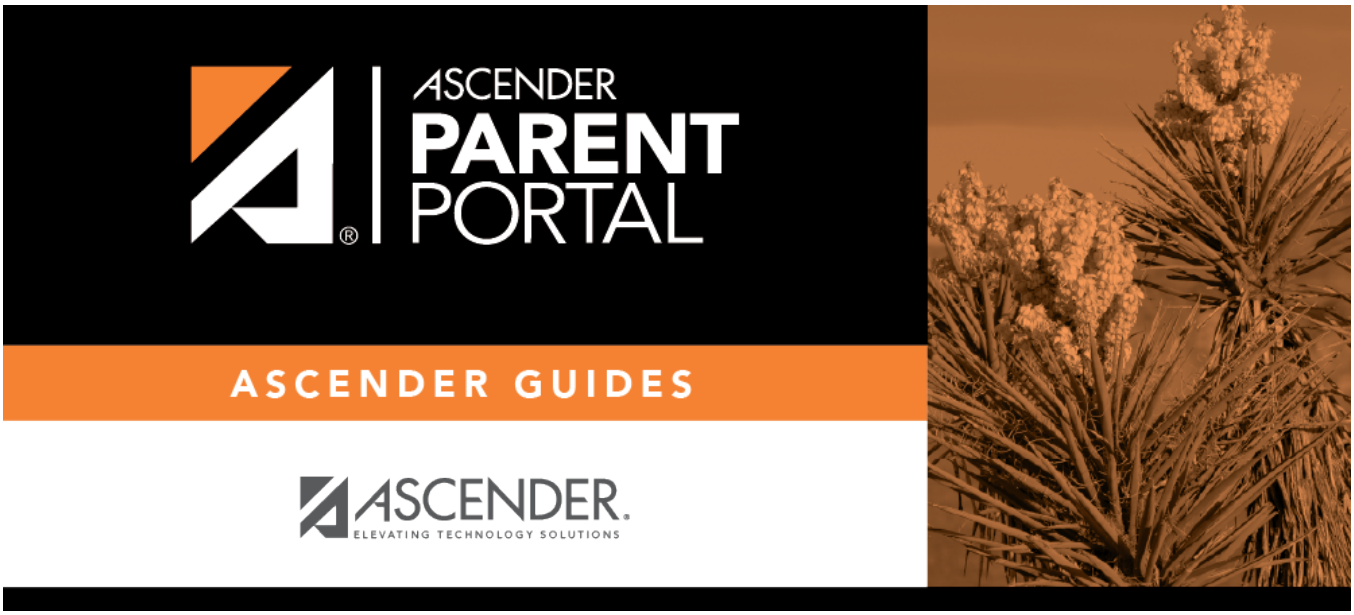
Click  under **Edit** to edit settings for a particular field.

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

Selected Column	
From Table	The database name for the table in which the selected field exists is displayed.
Default friendly display name	A friendly name for the selected field is displayed as it will appear on the form in both English and Spanish. For example, if the database field name is DOB, the friendly name might be Date of Birth (English) and Fecha de nacimiento (Spanish). 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. **Language** **Friendly Name** - Friendly field names are automatically provided for both languages.
Is column visible to the user	
Will this column require an admin's review	
Is physical documentation required for changes	This field is not in use at this time.
Default instructions or information for this data	Type any special instructions for the parent that are specific to the field, up to 255 characters. **Language** **Instructions** - Any instructions should be provided in both English and Spanish. If Spanish instructions are not provided, English instructions will be displayed even if the parent is viewing txConnect in Spanish.

Click **Save**.

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


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