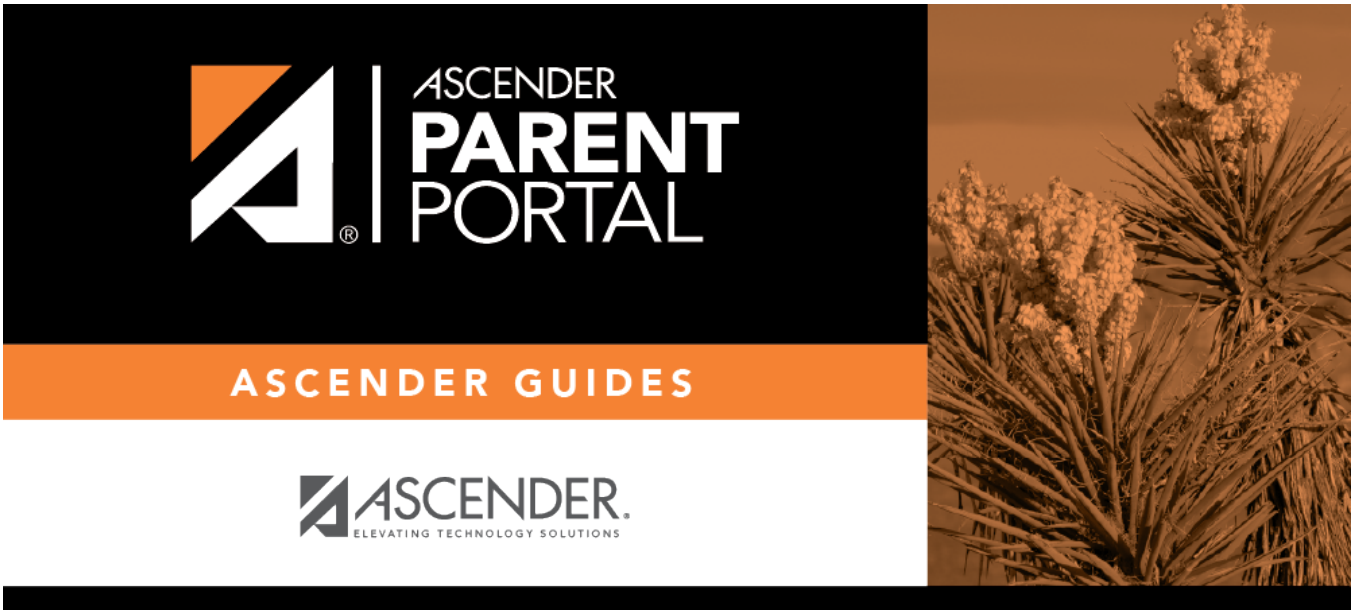


formcolumns

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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.

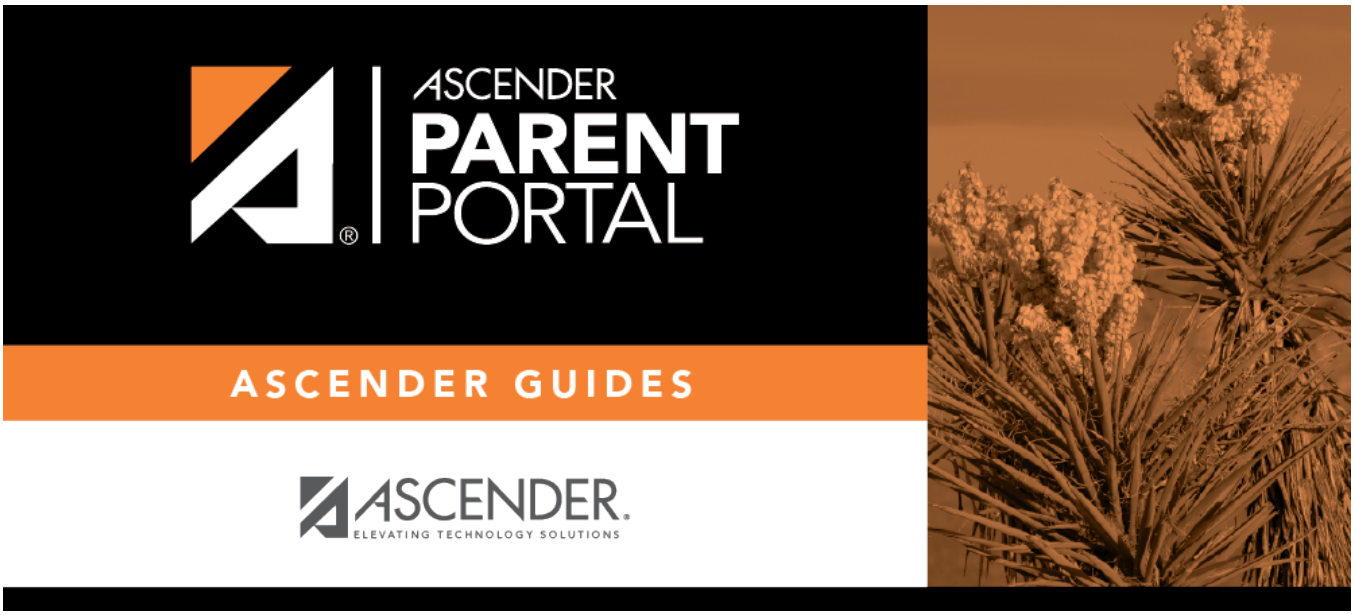
> On this page you will select the fields to be used. You will add the fields to a form in a subsequent step using the Form Management page.

Manage form columns:

Available Columns (right)
Edit Column Information (left)

Click **Save**.

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


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