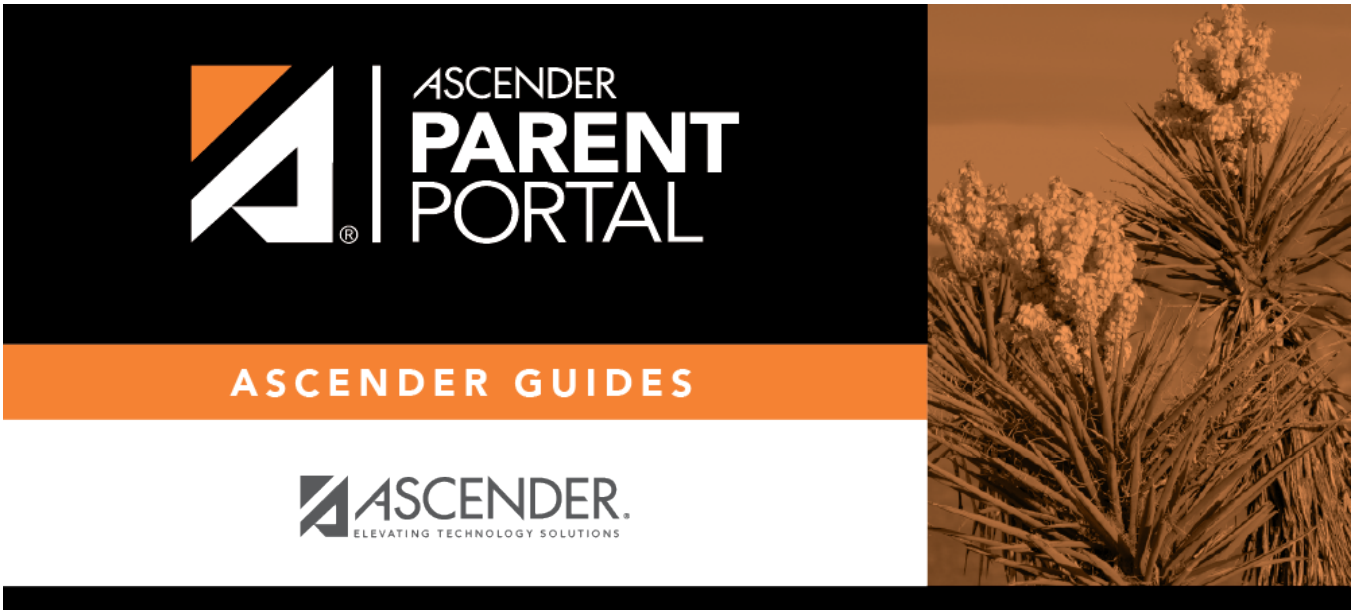


formcolumns

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Form Field Management 1

Form Field Management

txConnect Admin > Administrator Options > Settings > Forms Management > Form Fields

This page allows you to set options for a pool of fields that can be used to build customized dynamic forms for new student enrollment and demographic updates. Examples of fields are first name, last name, middle name, birth date, and sex. The list of **Available Fields** is added automatically. You can set options for each field, 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.

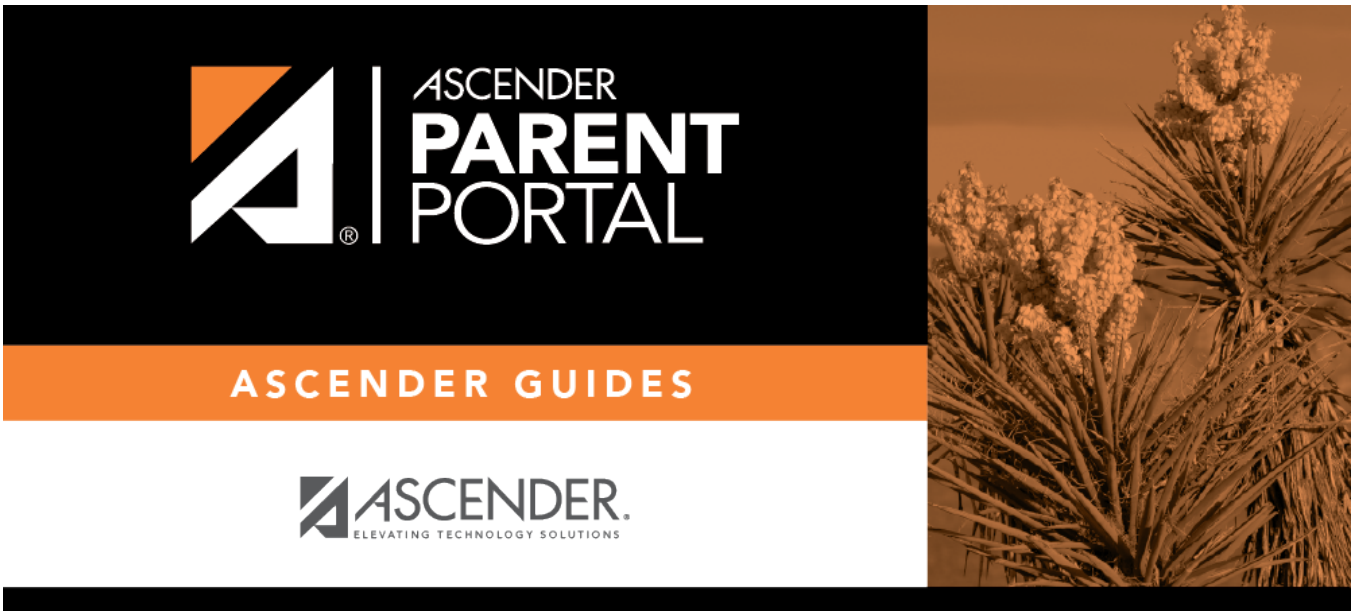
> On this page you will select the fields to be used. You will add the fields to a form in a subsequent step using the Form Management page.

Manage form columns:

Available Fields (right)
Edit Field Information (left)

Click **Save**.

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


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