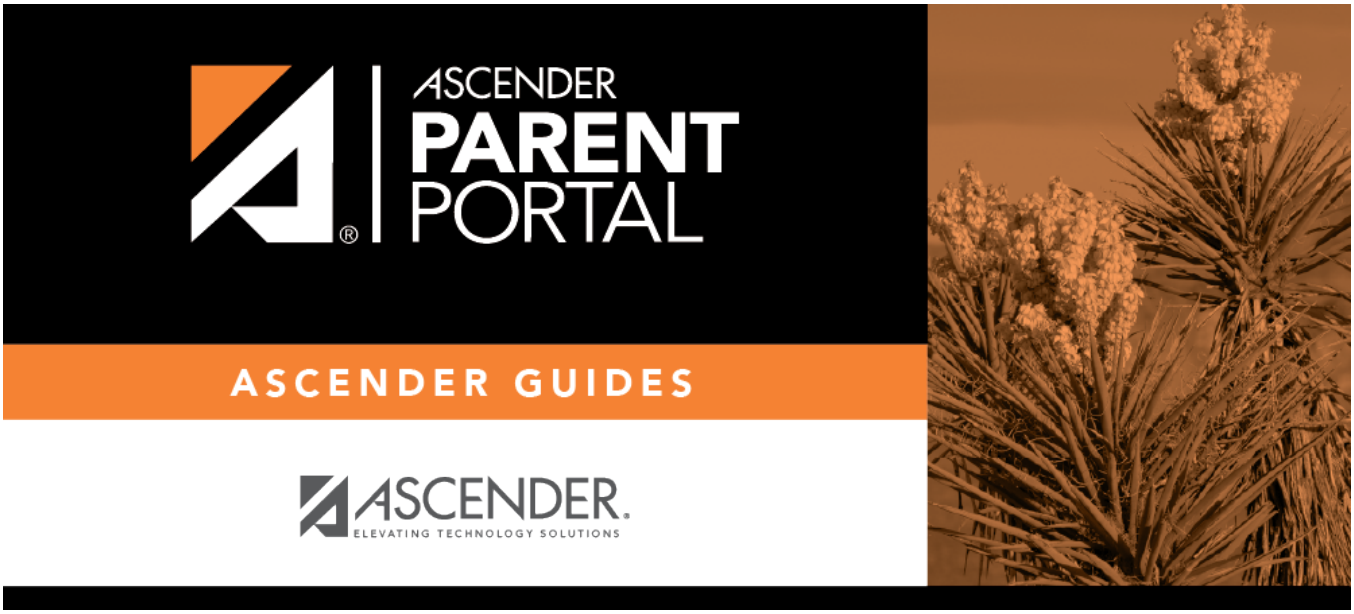


formcolumns

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Form Field Management 1

Form Field Management

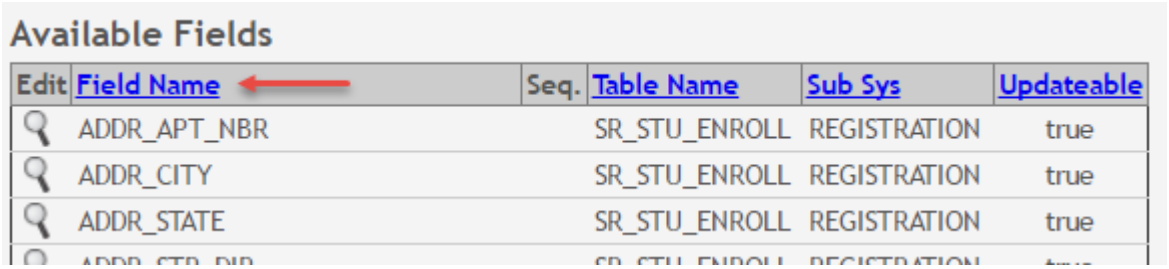
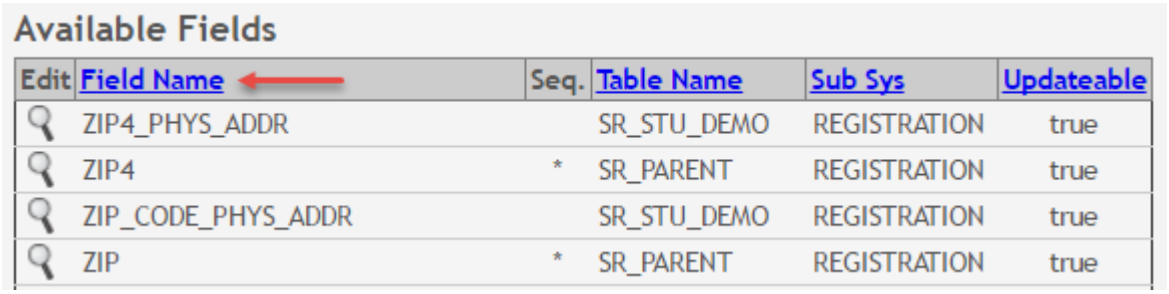
txConnect Admin > Administrator Options > Settings > Forms Management > Form Fields

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.

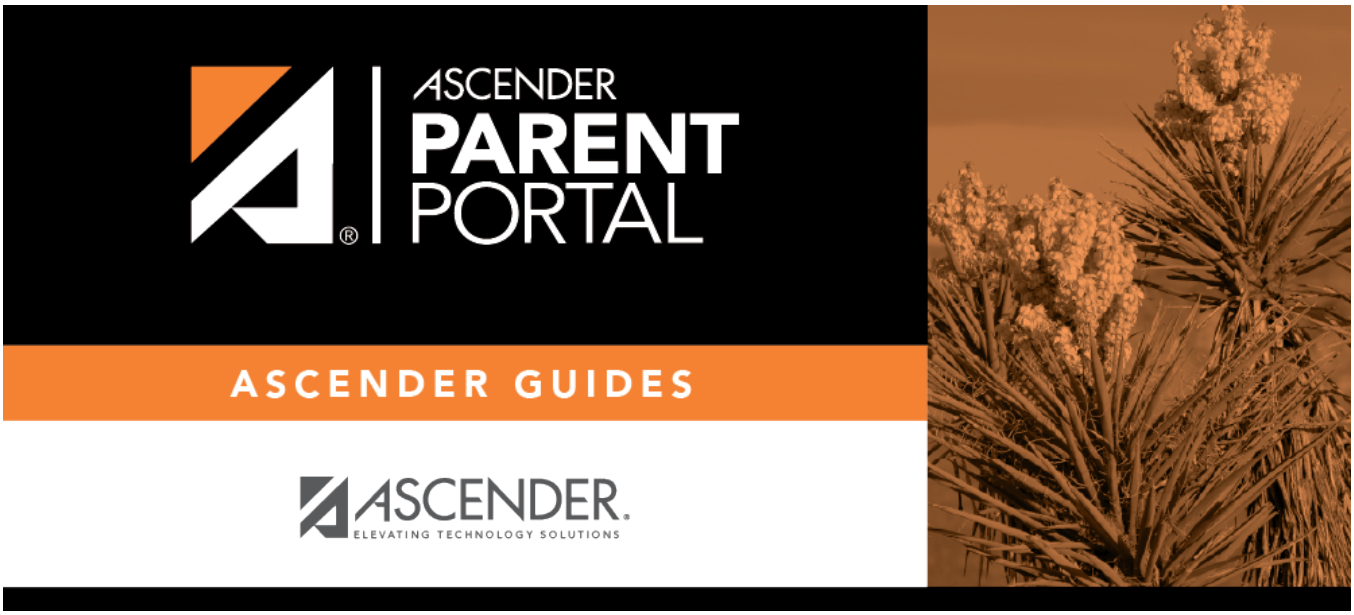
> On this page you will select the fields to be used. You will add the fields to a form in a subsequent step using the Form Management page.

Manage form columns:

Available Fields (right)	A list of all available fields is displayed. The list includes the database field name, database table name, and the application with which the field is associated (such as Registration). **HERE'S A TIP:** 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.  Click it once to sort the column in ascending order. Click it again to sort the column in descending order.  **NOTE:** If a **Table Name** is displayed, any data entered in the corresponding field will be updated in the student's TxEIS Registration pages.
Edit Field Information (left)	Modify information for the selected field as needed.

Click **Save**.

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


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