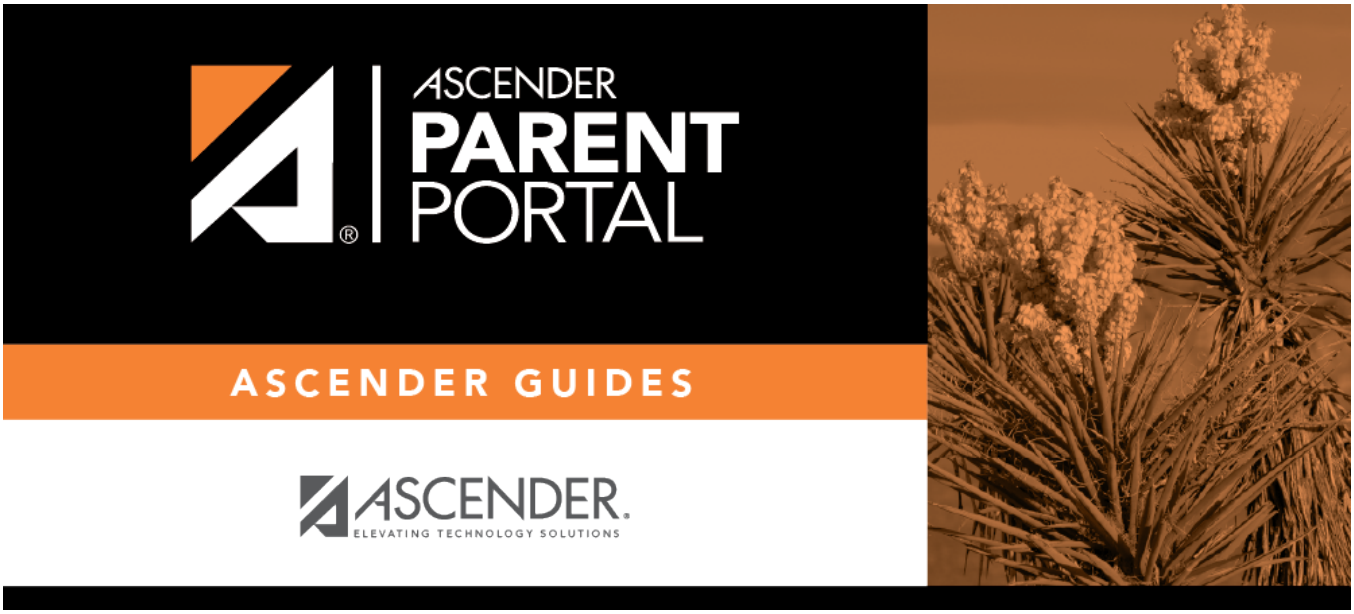


formcolumns

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Form Field Management 1

Form Field Management

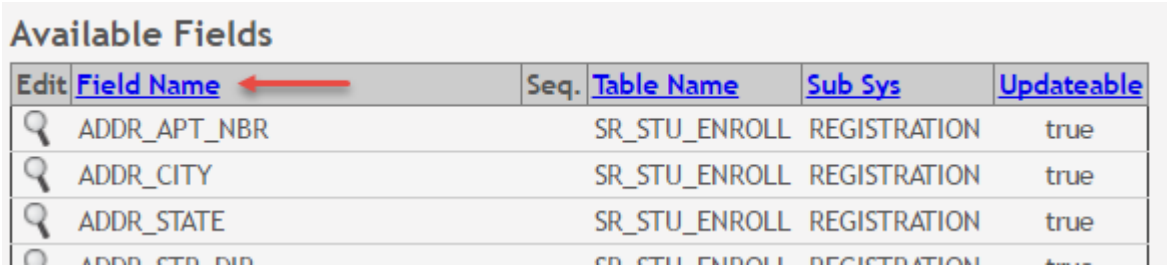
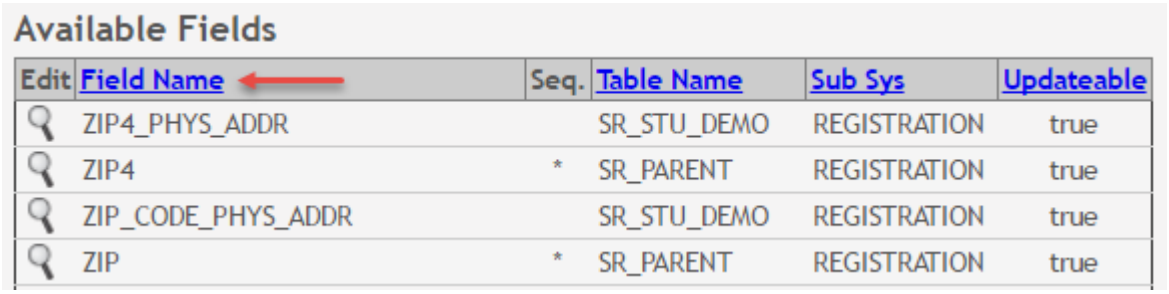
txConnect Admin > Administrator Options > Settings > Forms Management > Form Fields

This page allows you to set options for the fields that will be used for student enrollment, registration, and data update forms. Examples of fields are first name, last name, middle name, and birth date. The list of Available Fields is added automatically. You can set options for each field, such as whether it can be displayed to the parent on a form in txConnect.

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

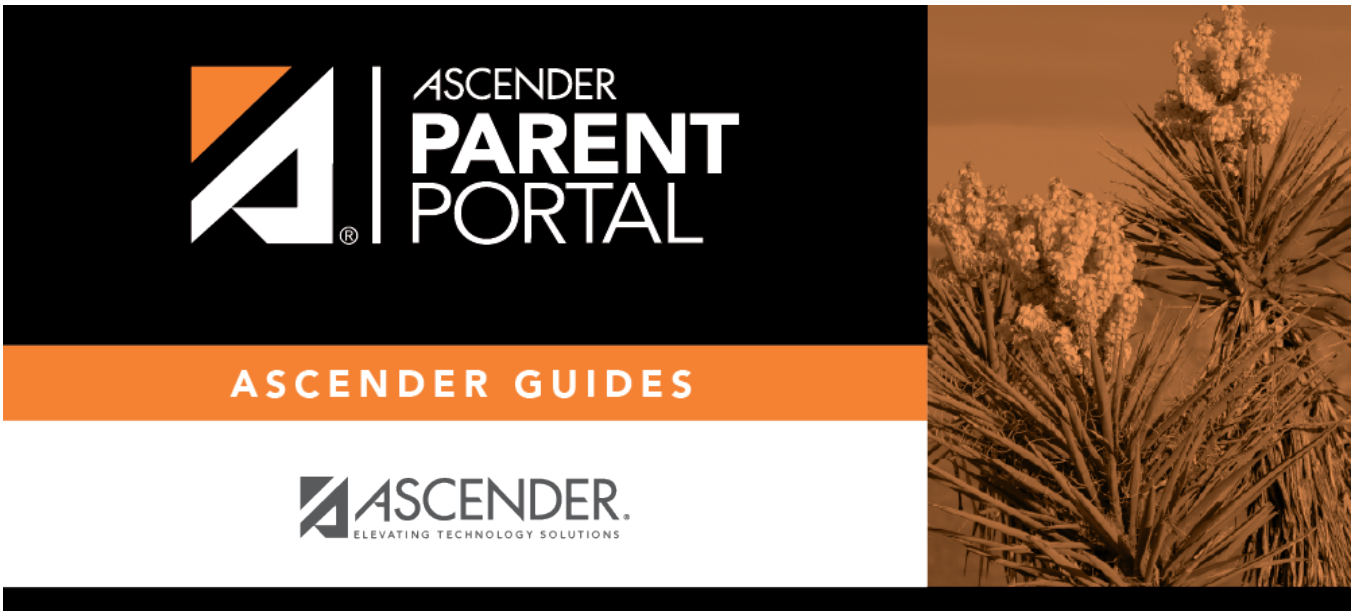
> On this page you will set options for the fields. You will add the fields to a form in a subsequent step.

Manage form fields:

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.  Available Fields Edit | Field Name | Seq. | Table Name | Sub Sys | Updateable ADDR_APT_NBR SR_STU_ENROLL REGISTRATION true ADDR_CITY SR_STU_ENROLL REGISTRATION true ADDR_STATE SR_STU_ENROLL REGISTRATION true Click it once to sort the column in ascending order. Click it again to sort the column in descending order.  Available Fields Edit | Field Name | Seq. | Table Name | Sub Sys | Updateable ZIP4_PHYS_ADDR SR_STU_DEMO REGISTRATION true ZIP4 * SR_PARENT REGISTRATION true ZIP_CODE_PHYS_ADDR SR_STU_DEMO REGISTRATION true ZIP * SR_PARENT REGISTRATION true **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 field that will be used in a form.


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