

forms\_field\_management\_body

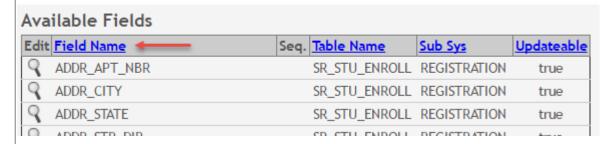
# **Table of Contents**

## Available Fields (right)

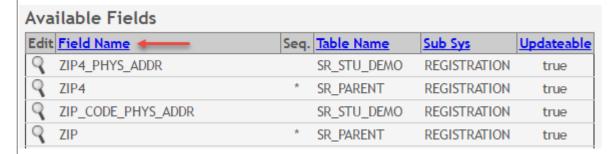
A list of all available fields is displayed.

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.

Sea

This field indicates if the field is from a vertical table.

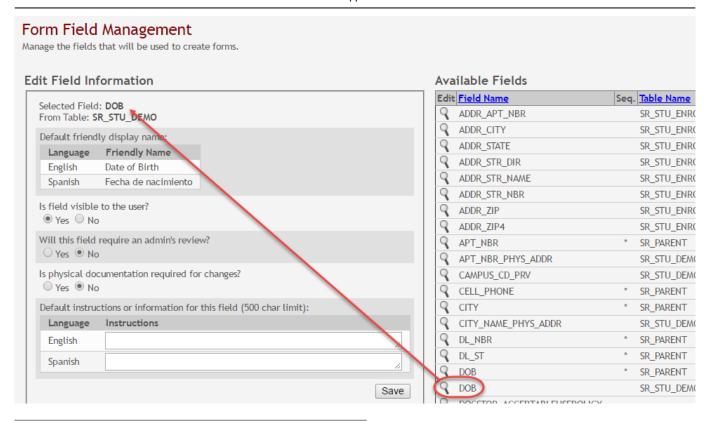
- blank = a single record for the student, such as a birth date (i.e., not a vertical table).
- asterisk (\*) = multiple records for the student, such as multiple contact records. For example, the demo contact table has a sequence identifier for each person entered.
- (iTCCS only) sequence number = a 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  $\mathbb{R}$  under **Edit** to edit settings for a particular field.

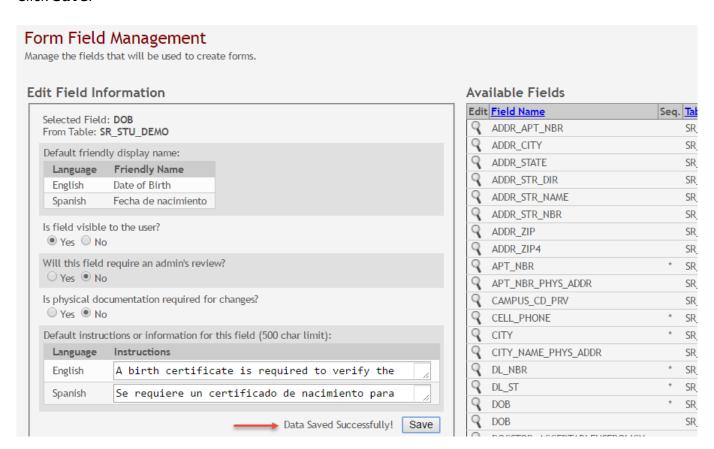
The **Edit Field Information** section is displayed on the left side of the page.



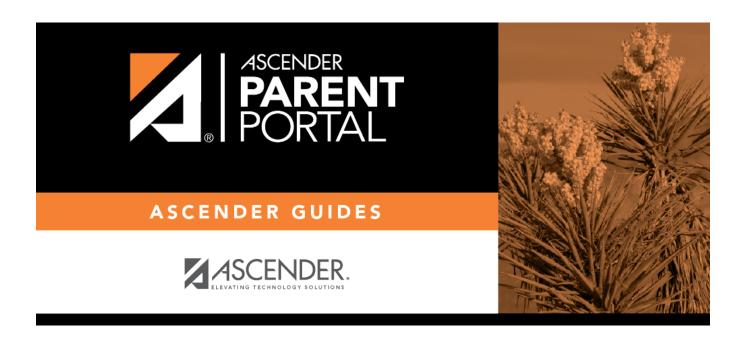
## **Edit Field Information (left)**

Modify information for the selected field as needed.

### Click Save.



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



# **Back Cover**

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