



ASCENDER GUIDES



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.

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
	ADDR_STR_NBR		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.

Seq	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. • <i>True</i> (i.e., yes) indicates that the field can be updated by a parent. • <i>False</i> (i.e., no) indicates that the field cannot be updated by a parent.

Click under **Edit** to edit settings for a particular field.

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

Form Field Management

Manage the fields that will be used to create forms.

Edit Field Information

Selected Field: **DOB**
From Table: **SR_STU_DEMO**

Default friendly display name:

Language	Friendly Name
English	Date of Birth
Spanish	Fecha de nacimiento

Is field visible to the user?
☒ Yes ☐ No

Will this field require an admin's review?
☐ Yes ☒ No

Is physical documentation required for changes?
☐ Yes ☒ No

Default instructions or information for this field (500 char limit):

Language	Instructions
English	
Spanish	

[Save](#)

Available Fields

Edit	Field Name	Seq.	Table Name
	ADDR_APT_NBR		SR_STU_ENRC
	ADDR_CITY		SR_STU_ENRC
	ADDR_STATE		SR_STU_ENRC
	ADDR_STR_DIR		SR_STU_ENRC
	ADDR_STR_NAME		SR_STU_ENRC
	ADDR_STR_NBR		SR_STU_ENRC
	ADDR_ZIP		SR_STU_ENRC
	ADDR_ZIP4		SR_STU_ENRC
	APT_NBR	*	SR_PARENT
	APT_NBR_PHYS_ADDR		SR_STU_DEMO
	CAMPUS_CD_PRV		SR_STU_DEMO
	CELL_PHONE	*	SR_PARENT
	CITY	*	SR_PARENT
	CITY_NAME_PHYS_ADDR		SR_STU_DEMO
	DL_NBR	*	SR_PARENT
	DL_ST	*	SR_PARENT
	DOB	*	SR_PARENT
	DOB		SR_STU_DEMO
	DOCTOR_ACCEPTABLE_POLICY		

Edit Field Information (left)

Modify information for the selected field as needed.

Selected Field	The database name for the selected field is displayed. For a field in a vertical table, an asterisk or a sequence number is displayed in parentheses next to the field name.
From Table	The database name for the table in which the selected field exists is displayed.
Default friendly display name	A friendly name for the selected field is displayed as it will appear on the form in both English and Spanish. For example, if the database field name is DOB, the friendly name might be Date of Birth (English) and Fecha de nacimiento (Spanish). The friendly name is set automatically and cannot be changed from this page; however, you can modify the friendly name when you add it to a form in a subsequent step. Language Friendly Name - Friendly field names are automatically provided for both languages.
Is field visible to the user	• Yes - Allow the field to be displayed for the parent on a form in txConnect. • No - The field will not be displayed on any forms for parents to see. If No, this setting overrides all other visibility settings.
Will this field require an admin's review	This field is not in use at this time. Whether you select Yes or No , all changes submitted by a parent must be reviewed by an administrator before they can be reviewed.
Is physical documentation required for changes	This field is not in use at this time.

Edit Field Information (left)**Default instructions or information for this data**

Type any special instructions for the parent that are specific to the field, up to 255 characters.

Language

Instructions - Any instructions should be provided in both English and Spanish.

If Spanish instructions are not provided, English instructions will be displayed even if the parent is viewing txConnect in Spanish.

Click **Save**.

Form Field Management

Manage the fields that will be used to create forms.

Edit Field Information

Selected Field: **DOB**
From Table: **SR_STU_DEMO**

Default friendly display name:

Language	Friendly Name
English	Date of Birth
Spanish	Fecha de nacimiento

Is field visible to the user?

☒ Yes ☐ No

Will this field require an admin's review?

☐ Yes ☒ No

Is physical documentation required for changes?

☐ Yes ☒ No

Default instructions or information for this field (500 char limit):

Language	Instructions
English	A birth certificate is required to verify the
Spanish	Se requiere un certificado de nacimiento para

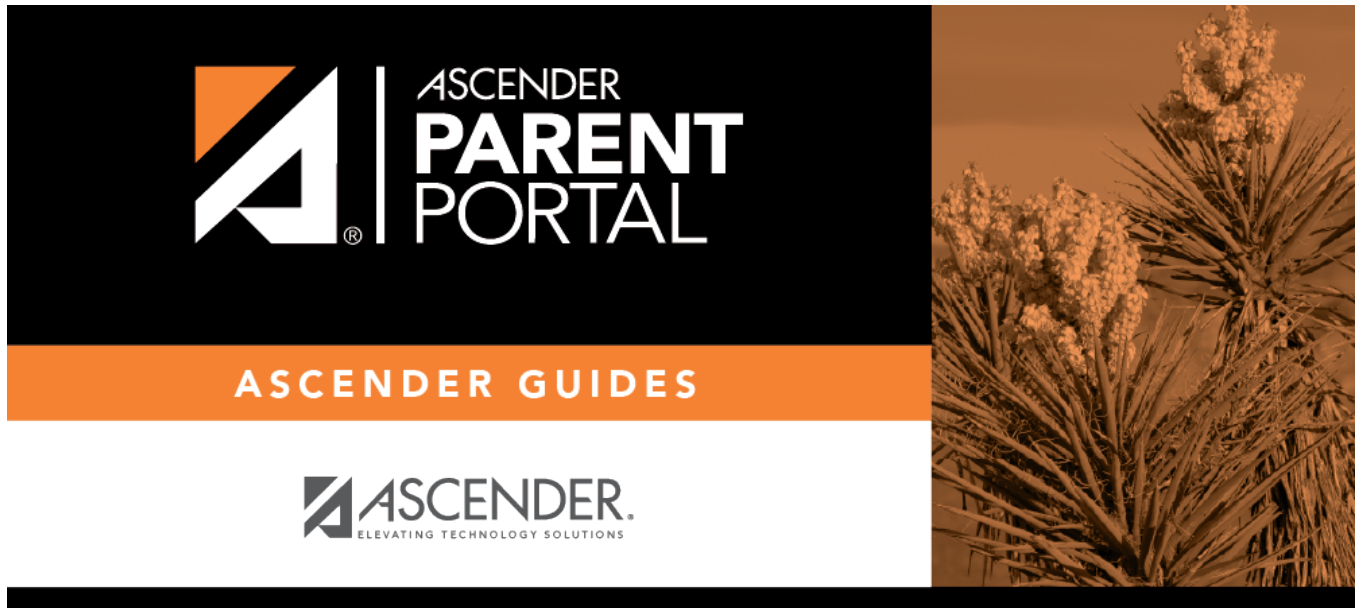
 Data Saved Successfully!

Save

Available Fields

Edit	Field Name	Seq.	Tab
	ADDR_APT_NBR	SR	
	ADDR_CITY	SR	
	ADDR_STATE	SR	
	ADDR_STR_DIR	SR	
	ADDR_STR_NAME	SR	
	ADDR_STR_NBR	SR	
	ADDR_ZIP	SR	
	ADDR_ZIP4	SR	
	APT_NBR	* SR	
	APT_NBR_PHYS_ADDR	SR	
	CAMPUS_CD_PRV	SR	
	CELL_PHONE	* SR	
	CITY	* SR	
	CITY_NAME_PHYS_ADDR	SR	
	DL_NBR	* SR	
	DL_ST	* SR	
	DOB	* SR	
	DOB	SR	

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



Back Cover