



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 | <p>This field indicates if the field is from a vertical table.</p> <ul style="list-style-type: none"> • 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 | <p>This field indicates if the data in the field can be updated by a parent. This is set automatically and cannot be changed.</p> <ul style="list-style-type: none"> • <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 | <input type="text"/> |
| Spanish | <input type="text"/> |

Available Fields

| Edit | Field Name | Seq. | Table Name |
|-------------------------------------|--------------------------|------|-------------|
| <input type="checkbox"/> | ADDR_APT_NBR | | SR_STU_ENRC |
| <input type="checkbox"/> | ADDR_CITY | | SR_STU_ENRC |
| <input type="checkbox"/> | ADDR_STATE | | SR_STU_ENRC |
| <input type="checkbox"/> | ADDR_STR_DIR | | SR_STU_ENRC |
| <input type="checkbox"/> | ADDR_STR_NAME | | SR_STU_ENRC |
| <input type="checkbox"/> | ADDR_STR_NBR | | SR_STU_ENRC |
| <input type="checkbox"/> | ADDR_ZIP | | SR_STU_ENRC |
| <input type="checkbox"/> | ADDR_ZIP4 | | SR_STU_ENRC |
| <input type="checkbox"/> | APT_NBR | * | SR_PARENT |
| <input type="checkbox"/> | APT_NBR_PHYS_ADDR | | SR_STU_DEMO |
| <input type="checkbox"/> | CAMPUS_CD_PRV | | SR_STU_DEMO |
| <input type="checkbox"/> | CELL_PHONE | * | SR_PARENT |
| <input type="checkbox"/> | CITY | * | SR_PARENT |
| <input type="checkbox"/> | CITY_NAME_PHYS_ADDR | | SR_STU_DEMO |
| <input type="checkbox"/> | DL_NBR | * | SR_PARENT |
| <input type="checkbox"/> | DL_ST | * | SR_PARENT |
| <input type="checkbox"/> | DOB | * | SR_PARENT |
| <input checked="" type="checkbox"/> | DOB | | SR_STU_DEMO |
| <input type="checkbox"/> | 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 | <p>A friendly name for the selected field is displayed as it will appear on the form in both English and Spanish.</p> <p>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.</p> <p>Language Friendly Name - Friendly field names are automatically provided for both languages.</p> |
| Is field visible to the user | <ul style="list-style-type: none"> • <i>Yes</i> - Allow the field to be displayed for the parent on a form in txConnect. • <i>No</i> - The field will not be displayed on any forms for parents to see. If <i>No</i>, 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 <i>Yes</i> or <i>No</i> , 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):

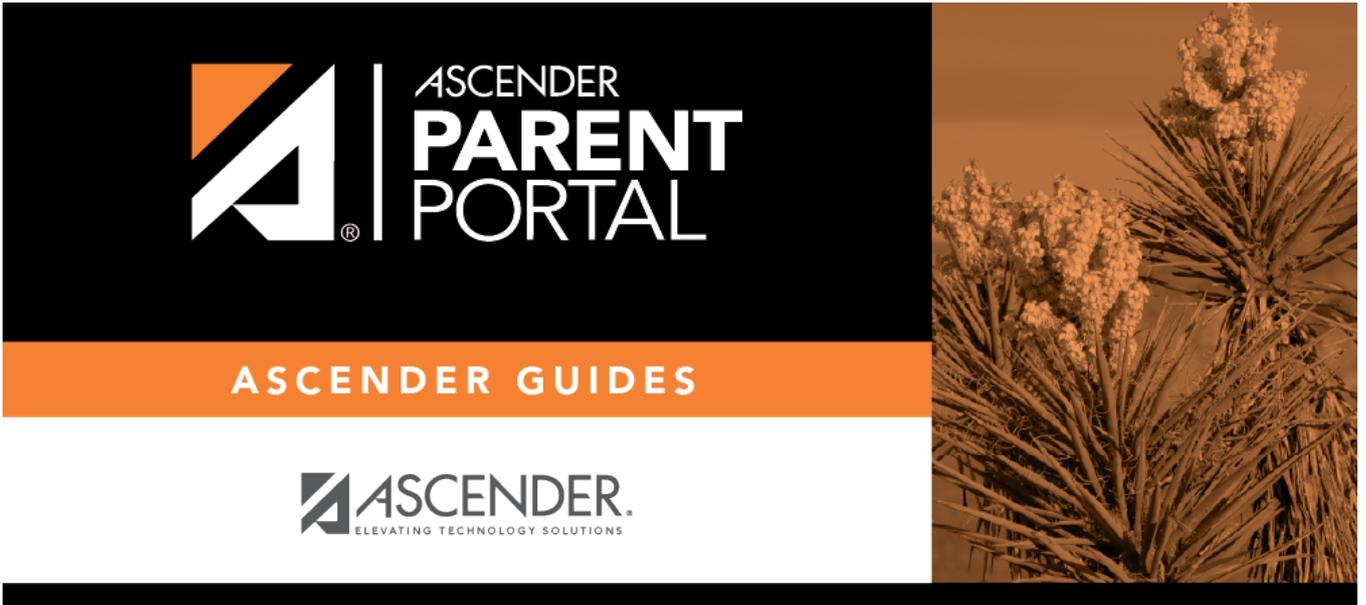
| Language | Instructions |
|----------|---|
| English | A birth certificate is required to verify the |
| Spanish | Se requiere un certificado de nacimiento para |

 Data Saved Successfully!

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