

Making a text field



This tutorial explains how to create a text field. This is a field that allows the student or applicant to enter text in a field on a form.



Settings > Database manager > choose **manage fields for the target group you need**



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.




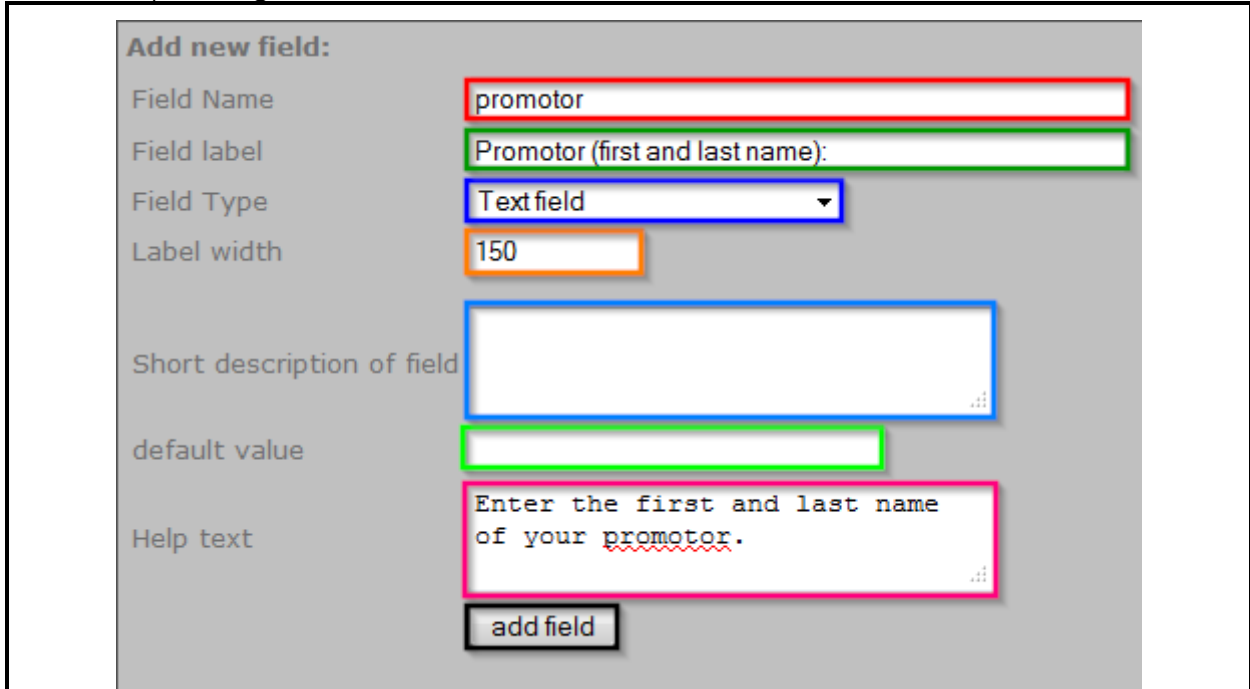
Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Within the field overview, click **the green +**.

The screenshot shows the 'Simple fields - [Grouping fields]' interface. At the top, there is a search bar with 'all field types' and a 'Show field id's' checkbox. Below this is a table with columns 'Name' and 'Label'. The table contains three rows of data: 'Contact information', 'Emergency contact', and 'Personal data'. A red box highlights a green '+' icon in the top right corner of the table area, indicating where to click to add a new field.



	Name		Label	
1.		C		
2.	Contact information	M	Contact information	
3.	Emergency contact	M	Emergency contact	
4.	Personal data	M	Personal data	

▼ Define the **field name**, **label** and set the **field type** to *text field*. You can also adjust the **label width** (in pixels) and enter **a description of the field**. (This might be useful for the user.) You can enter a **help text** as well, it will be visible when placing the cursor on this icon:  Confirm by clicking **the button**.



▲ You can add **a default value**. (This is less common for text fields.)

▼ **The new field** can be found in the field overview:

31.	Picture	1	Picture	
32.	promotor	T	Promotor (first and last name):	

▲ Choose to **edit** the field. (You can also **delete** it.)