

Replacing a field



This tutorial explains how you can replace a field by another one on an existing form.



Settings > Database manager > choose **manage forms for the target group** where the needed form can be found



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.

▼ Select the needed form in the overview:

Form List [Add new form] [show field labels]

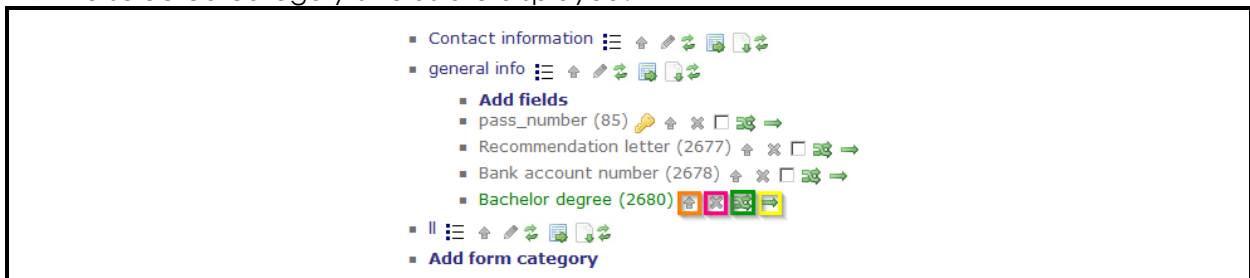
- APPLICATION FORM:
 - Student form** (highlighted)
 - Application MARES cohort 2014
 - Application project X
- EVALUATION FORM:
 - Evaluation form
 - Evaluatie 2013
- MANAGEMENT FORM:
 - Management form
 - Test london

▼ Choose the required field's category in the overview displayed on the right:

Form setup

- APPLICATION FORM:
 - Student form**
 - edit fields and categories
 - edit form settings
 - access special form options
 - delete
 - preview in management layout
 - preview in application form layout
 - generate full form report
 - Application MARES cohort 2014
 - Application project X
- Contact information
 - general info** (highlighted)
 - Add form category

▼ The selected category's fields are displayed:



▲ Every field on the form can be moved upwards, deleted, replaced or edited.

▼ Click the double arrow icon to replace the field by another one:



▼ You can now select a new field by entering its ID or by choosing one from the choice list:

A screenshot of the 'Replace field' dialog box. It shows the 'Current Field' as 'Bachelor degree'. The 'Replace by' section has a text input field for 'Type field id:'. Below this, there is an 'OR' section with a dropdown menu labeled 'Select from available fields:' showing 'Email Address'. A 'Replace' button is at the bottom.

▼ After doing so, click the button:

A screenshot of the 'Replace field' dialog box. The 'Select from available fields:' dropdown now shows 'Master degree (2681)'. The 'Replace' button is highlighted with a red box, indicating it should be clicked.

▼ The previous field has been replaced by the new one:

