

# Restricting the file type a user can upload



This tutorial explains how you can define the type of the document a student/applicant can upload in a *File* field. Doing this will also change the text displayed next to the upload button on the form(s) containing the field.



**Settings > Database manager > choose *manage fields* for the target group where the needed field can be found > look for the 'File' field you want to edit**



**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.

▼ Click **the pencil** to edit the field:

	Name		Label	
1.	motivation_letter	F	Upload your motivation letter here:	
2.	Recommendation	F	Recommendation letter	

▼ Within the field settings, click **the pencil** next to *File type restrictions*:

Edit selected field: [Field id = 11803]

Field name:

motivation\_letter


Field label:

Upload your motivation letter here:

Field type:

File

File type restrictions:




Field description:

Default value:

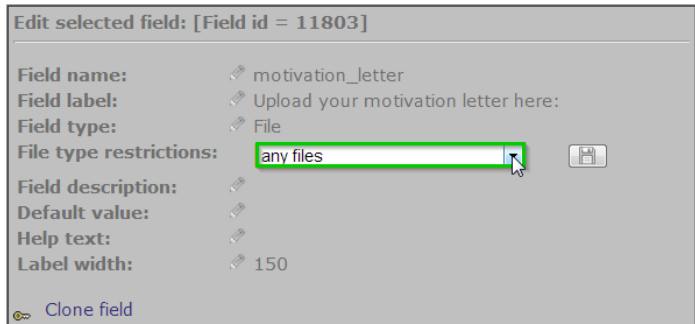
Help text:

Label width:

150

 Clone field

▼ Click **the choice list** to display the possible file types:



Edit selected field: [Field id = 11803]

Field name: motivation\_letter

Field label: Upload your motivation letter here:

Field type: File

File type restrictions: any files

Field description:

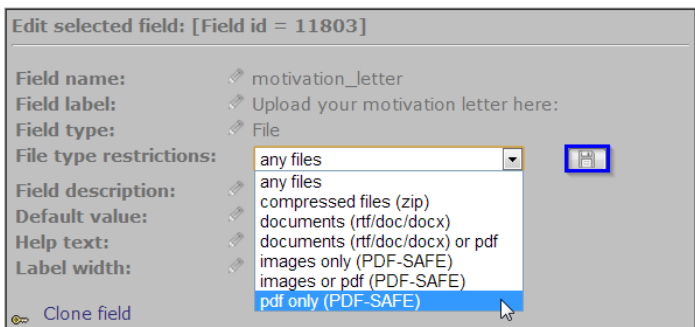
Default value:

Help text:

Label width: 150

Clone field

▼ Select the file type you want to limit the upload to:



Edit selected field: [Field id = 11803]

Field name: motivation\_letter

Field label: Upload your motivation letter here:

Field type: File

File type restrictions: pdf only (PDF-SAFE)

Field description:

Default value:

Help text:

Label width: 150

Clone field

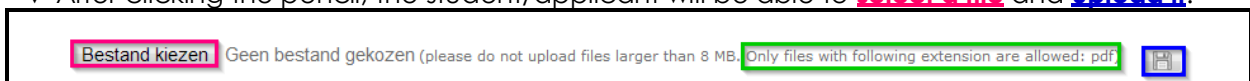
▲ Click **the button** to save.

▼ On a form, the field will look like this:



Upload your motivation letter here:

▼ After clicking the pencil, the student/applicant will be able to **select a file** and **upload it**.



Bestand kiezen

Geen bestand gekozen (please do not upload files larger than 8 MB)

Only files with following extension are allowed: pdf

▲ The text displayed next to the buttons is **adjusted to the file type** you limited the upload to.