

Cloning fields



This tutorial explains how to make a copy of an existing field, saving you trouble creating similar fields.



Settings > Database manager



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 [manage fields link of the needed target group](#). Most of the times and as shown in the example below, you will want to edit a field for students or applicants.

EConsort data management tool: —

- **Students/applicants**
 - manage fields
 - manage forms
 - manage reports
 - manage documents
- **Scholars**
 - manage fields
 - manage forms
 - manage reports
- **Users**
 - manage fields
 - manage forms
 - manage reports

▼ Look for the field you want to clone. Click the **pencil icon** next to it.

Simple fields - [Grouping fields]

[show field id's] [Include locked fields]

all field types

Rows: 34

	Name		Label	
1.		C[8172]		
2.	Contact information	M[2676]	Contact information	
3.	Emergency contact	M[2692]	Emergency contact	
4.	Personal data	M[2694]	Personal data	
5.	Study data	M[2693]	Study data	
6.	Bachelor degree	M[2680]	Bachelor degree	
7.	Bank account number	M[2678]	Bank account number	
8.	Choice field 1	D[6892]	Choose your type	
9.	choice list	C[5475]	choice list	
10.	cl	C[7191]		

▲ Looking for a field is possible by entering the name or part of it in **the box** and hitting enter. A second option is entering the field ID (4 numbers) in **another box** and clicking **the button next to it**.

▼ Click **the link** at the bottom of the field settings.

Anguilla

Albania

Armenia

delete row

Add Option

add

copy options from standard lists

Clone field

▼ Enter a field name (= a unique identifier for that field) and a field label (= the field's display text in a form) . Finish by clicking **the button**. (After doing so, you will be asked to confirm or cancel.)















Clone field

New field name: Choice list 2

New field label: Country of residence

Clone

▼ The **cloned field** can be found in the alphabetical overview of fields:

6.	Bachelor degree	M	Bachelor degree	 
7.	Bank account number	M	Bank account number	 
8.	Choice field 1	D	Choose your type	 
9.	choice list	C	choice list	 
10.	Choice list 2	C	Country of residence	 
11.	cl	C		 
12.	Degree	C	Degree	 

▲ You can **edit** the field or **delete** it.