

# Adding fields to forms



This tutorial explains how to edit a form by adding a field.



**Settings > Database manager > choose **manage forms** 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.

▼ Click the form you want to add the field to.

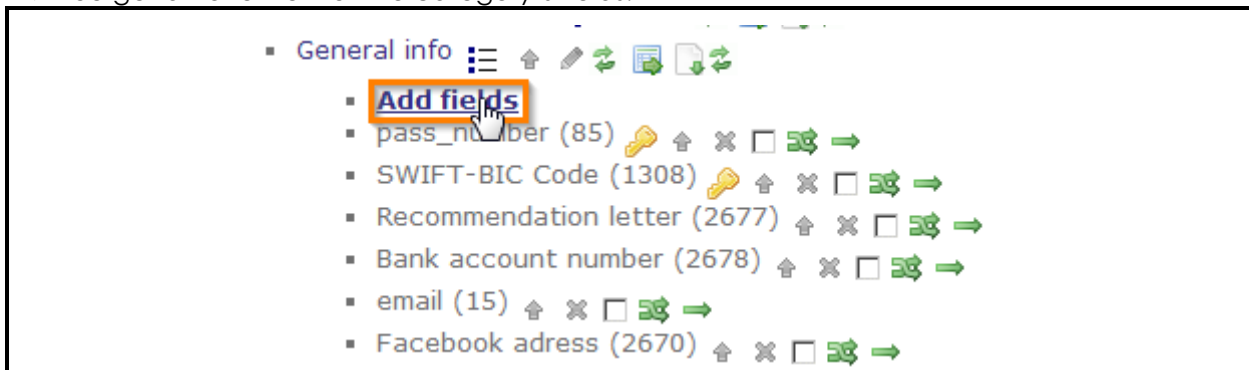
In this example, we add a field to the **management form**.

- **APPLICATION FORM:**
  - test aanmelding student
  - Application MyEconomics electives (PhD candidates)
  - test
  - Test applicatie
  - Application project X
- **EVALUATION FORM:**
  - Evaluation form
  - Evaluatie 2013
- **MANAGEMENT FORM:**
  - **Management form**
  - This is a form example
  - Thesislijst
  - List of teachers
- **Uncategorized form:**
  - Student form
  - Thesislist
  - test info 11
  - clone\_management
  - clone\_management


▼ In the column on the right, click **the category you want to add the field to** (here: General info) or **create a new category** for the field.



- Contact information
- **General info**
- Language
- Studenttype
- **Add form category**

▼ You get an overview of the category's fields:

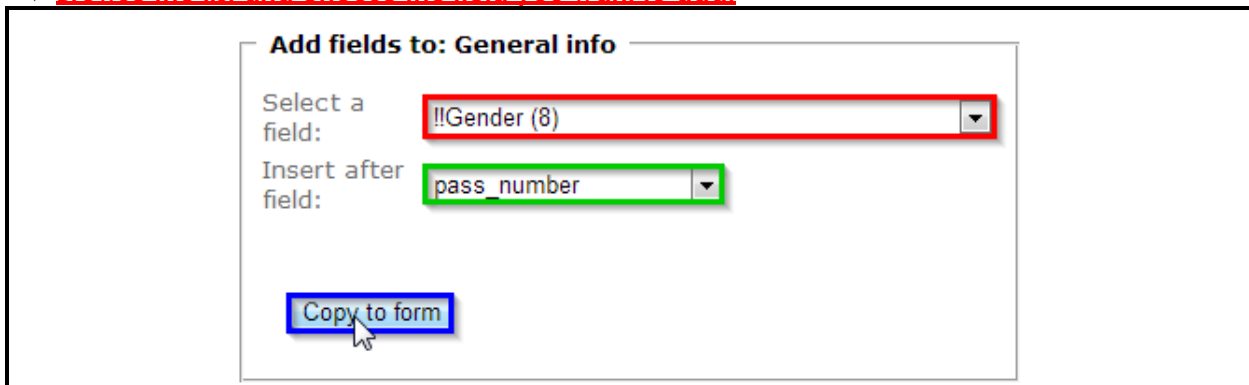


▲ Click [Add fields](#).



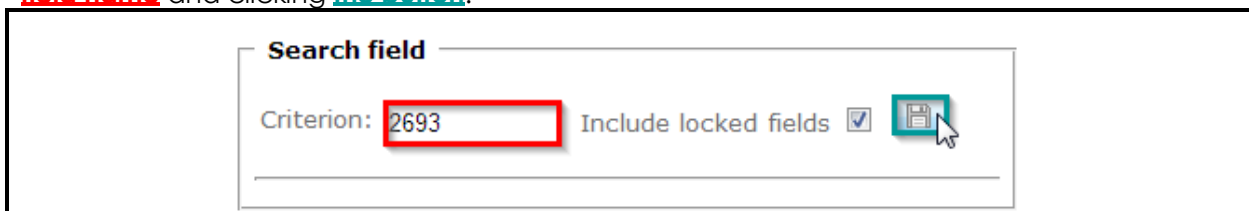
- A locked field is indicated by a key (  or  ) and cannot be changed by the user. These fields can be found in all EConsort instances.
- In the choice list, these fields will be preceded by exclamation marks. 4 exclamation marks indicate the 5 basic identifiers. All other locked fields are marked with 2 exclamation marks.

▼ [Browse the list and choose the field you want to add.](#)

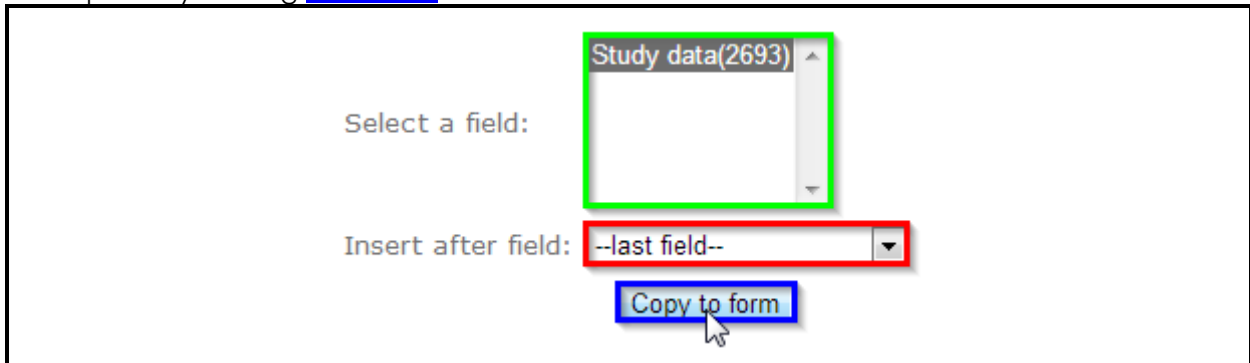


▲ Choose [where to insert it](#) and click [the button](#) to confirm.


▼ It's also possible to look for a specific field by [entering the field ID number or \(part of\) the field name](#) and clicking [the button](#).



▼ Afterwards, choose the field from **the result(s)** and **choose where to insert it**. Complete by clicking **the button**.



▼ The **added fields** can be found in the category overview:



▲ Every field can be **moved** or **deleted**. Checking **the box next to it**, makes it an obligatory field. (This way, people can't hand in their application without filling out this field.) It's also possible to **replace the field by another one** or to **go to this field's settings**.



**Static message fields** -such as *Study data* in this example – are green.