

Looking for a field ID



This tutorial explains how you can find a field's ID.
(How you can use this field ID to insert a field in a form, is explained in the tutorial *Adding fields to forms.*)



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.



Field ID's have been assigned to the fields randomly by the EConsort database. They are very useful when it comes to inserting a field in a form. Several fields can have the same name, but their ID is unique. Checking a field's ID before inserting it and inserting a field by looking for its ID number avoids mistakes.

▼ Click **show field id's** to display all field id's.



▼ **An extra column** is shown, displaying a unique ID for every field:

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	

▼ Clicking [Include locked fields](#) allows you to display all fields, also the locked ones.
(= the ones that you cannot modify)

Look for the ID of the field you want to insert: (In this example, I want to insert the dissertation title.)

The screenshot shows a search interface with a text input field containing 'dissertation', a dropdown menu set to 'all field types', and a button labeled 'Include locked fields'. There are also links for '[show field id's]' and a save icon.

▲ To look for the ID of the field you want to insert, start by inserting a **search term** and clicking **the button**.

You can also refine the search by limiting the search results to a certain field type: **choose a field type** and click **the button**.

▼ The search lists displays all fields corresponding to your search:

1.	BSc_dissertation_title	T[3728]	Title of your Bachelor Dissertation or Project:	
2.	BSc_dissertation_result	T[3729]	Result or grade of your Bachelor's Dissertation or Project	
3.	BSc_dissertation_upload	F[3730]	You can upload a copy of your Bachelor's Dissertation/Project here:	
4.	MSc_Dissertation_title	T[3744]	Title of your Master's Dissertation	
5.	MSc_Dissertation_result	T[3745]	Result or grade of your Master's dissertation	
6.	MSc_Dissertation_copy	F[3746]	Upload a copy of your Master's Dissertation	

▲ Look for the needed field: you can find **its ID** in the third column. The first letter indicates the field type, the numbers are what you need to insert a field in a form.

Field types		
	Calculated field = C	File = F
	Choice list = C	HEI list = H
	Database link choice list = D	Image = I
	Date = D	Line = L
	External File Upload = E	Memo Field = M
		Message = M
		Option List = O
		Text Field = T
		Weblink = W
		Yes/No = Y