

Making a new message field



This tutorial explains how to create a message field. This is a field that allows you to put a message (= plain static text) on a form.



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.

▼ Within the field overview, click **the green +**.

The screenshot shows the 'Simple fields - [Grouping fields]' interface. At the top, there is a search bar with 'all field types' and a 'Display columns' dropdown. Below this is a table with 258 rows. The table has columns for 'Name' and 'Label'. A red box highlights a green '+' icon in the top right corner of the table area, indicating where to click to add a new field.


	Name		Label	
1.		C		
2.	Contact information	M	Contact information	
3.	Emergency contact	M	Emergency contact	
4.	Personal data	M	Personal data	

▼ Define the **field name**, **label** and set the **field type** to message. You can also adjust the **label width** (in pixels) and some other - less important - options. Confirm by clicking **the button**.

▲ You can already **add a content to the field**.

Note: This is also possible in a more detailed editor after saving the field.

▼ **The new field** can be found in the field overview:

25.	message_1	M		
26.	message_deadline	M	message_deadline	 
27.	message_short	M		

▲ Choose to **edit** the field. (You can also **delete** it.)

▼ Click **the pencil** next to *Field description* to edit or add the content of the message.

▼ You can enter a message (or edit it), using [all default text editing options](#).

The screenshot shows a form editor interface. On the left, there are labels for 'Field name:', 'Field label:', 'Field type:', and 'Field description:', all pointing to 'message_deadline'. Below these are 'Default value:', 'Help text:', 'Label width:' (set to 150), and a 'Clone field' button. The main area is a large text box containing the text 'The application deadline for summer school is 12 June'. Above the text box is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, etc.), alignment, and insertion. A blue box highlights this toolbar. On the right side of the text box, there is a small orange icon with a document and a checkmark, which is the save button.

▲ Don't forget to save by clicking [the button](#).

Message fields are displayed green in the field overview:

- Application deadline
- Add fields
 - **message_deadline (11760)**
- Add form category