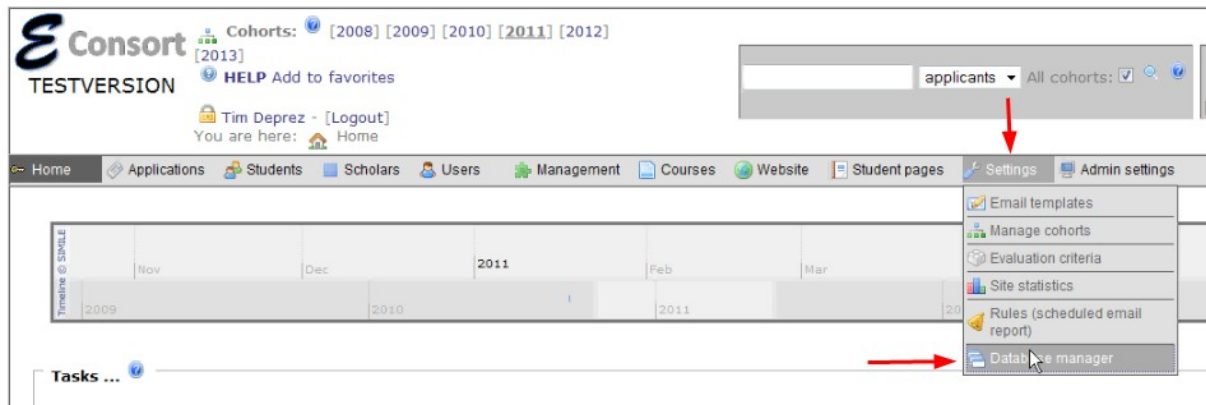
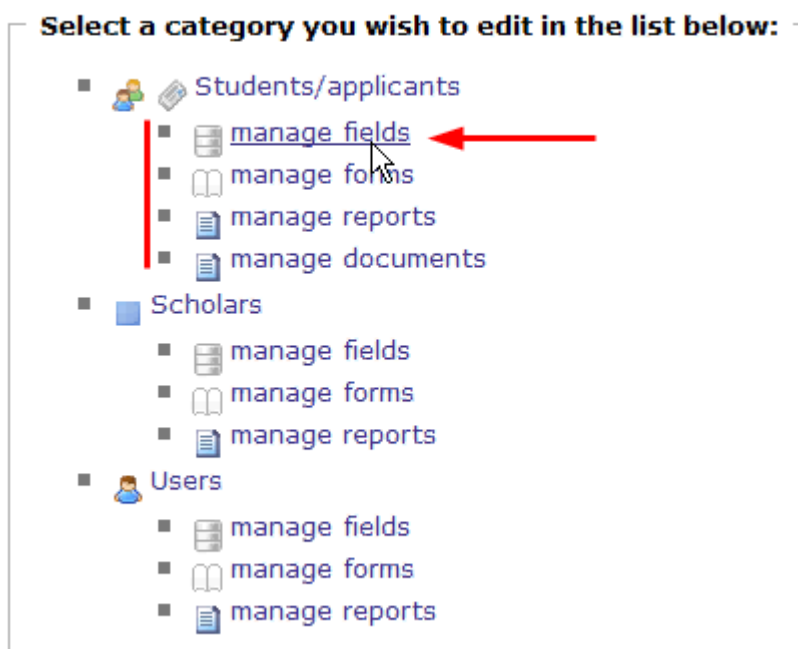


## Adding fields to forms

Go to “Settings”, “Database manager”



Then, select “Manage Fields”



You will see a list of all possible fields.

By clicking on “show field id’s” you will be provided with the id-number of each field (which will make finding them back more easily). By clicking on the header of a column (ie “Name”, this column will be sorted in a (reverse) alphabetical way. Same goes for the “Label”-column.

Simple fields - [Grouping fields]

[show field id's] [field report]

Rows: 246 Display columns ▼ Clear

	Name		Label	
1.	Start University	C[2669]	Start University	
2.	Facebook adress	W[2670]	Facebook adress	
3.	Contact information ...	M[2676]	Contact information	
4.	Recommendation letter	F[2677]	Recommendation letter	
5.	Bank account number	M[2678]	Bank account number	
6.	Highschool	M[2679]	Highschool	
7.	Bachelor degree	M[2680]	Bachelor degree	
8.	Master degree	M[2681]	Master degree	
9.	Year 1 University	C[2682]	Year 1 University	
10.	Year 2 university	C[2683]	Year 2 university	

Manage student section - [ Manage fields ] - [ Manage forms ] - [ Manage reports ] - [ Simple fields - [ Grouping fields ]

[show field id's][field report]

Rows: 246	Display columns ▼ Clear		
	< Show		
	Name ↘		Label
245.	Additional_abroad_partner_from	D[4084]	if yes: I went abroad from:
91.	Address of bank	T[1304]	Address of bank
174.	BSc_Diploma_title	T[3731]	Name of the diploma
175.	BSc_Diploma_upload	F[3732]	Upload a copy of your Bachelor Degree:

For example: if you want to add the Address of the bank to your form, use the provided field ID (in this case 1304).

Now go to “Manage forms”

Manage student section - [ Manage fields ] - [ Manage forms ] - [ Manage reports ] - [ Back ]

Simple fields - [ Grouping fields ]

[show field id's][field report]

Editor

Rows: 246	Display columns ▼ Clear
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Then select the form needed (in this case “management form”)

**Manage student section** - [ **Manage fields** ] - [ **Manage forms** ] - [ **Manage reports** ] - [ **Back** ]

<b>Form List</b> [Add new form]	<b>Form setup</b> [show field labels]
<ul style="list-style-type: none"><li>■ <b><u>EVALUATION FORM:</u></b><ul style="list-style-type: none"><li>■ Evaluation form </li></ul></li><li>■ <b><u>MANAGEMENT FORM:</u></b><ul style="list-style-type: none"><li>■ Management form  </li><li>■ This is a form example </li></ul></li><li>■ <b><u>Uncategorized form:</u></b><ul style="list-style-type: none"><li>■ Student form</li></ul></li></ul>	

Manage student section - [ Manage fields ] - [ Manage forms ] - [ Manage reports ] - [ Back ]

Form List [Add new form]	Form setup [show field labels]
<ul style="list-style-type: none"> <li>■ <b>EVALUATION FORM:</b> <ul style="list-style-type: none"> <li>■ Evaluation form</li> </ul> </li> <li>■ <b>MANAGEMENT FORM:</b> <ul style="list-style-type: none"> <li>■ <b>Management form</b> <ul style="list-style-type: none"> <li>■ - edit fields and categories</li> <li>■ - edit form settings</li> <li>■ - access special form options</li> <li>■ - delete</li> <li>■ - preview in management layout</li> <li>■ - preview in application form layout</li> </ul> </li> <li>■ This is a form example</li> </ul> </li> <li>■ <b>Uncategorized form:</b> <ul style="list-style-type: none"> <li>■ Student form</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Contact information</li> <li>■ general info</li> <li>■ <b>Add fields</b> <ul style="list-style-type: none"> <li>■ pass_number (85)</li> <li>■ Recommendation letter (2677)</li> <li>■ Bank account number (2678)</li> </ul> </li> <li>■ Language</li> <li>■ <b>Add form category</b></li> </ul>

After clicking on “Management form”, select “edit fields and categories”

On the right pane: select “General info” and “Add fields”

The screenshot displays a form management interface with three main panes:

- Left Pane (Tree View):**
  - EVALUATION FORM:**
    - Evaluation form
  - MANAGEMENT FORM:**
    - Management form** (highlighted with a red arrow)
      - edit fields and categories
      - edit form settings
      - access special form options
      - delete
      - preview in management layout
      - preview in application form layout
    - This is a form example
  - Uncategorized form:**
    - Student form

- Middle Pane (Form Sections):**
- Contact information
- general info
- Add fields** (highlighted with a red arrow)
  - pass\_number (85)
  - Recommendation letter (2677)
  - Bank account number (2678)
- Language
- Add form category
- Right Pane (Add fields to: general info):**
- Select a field:
- Insert after field:
- 
- Search field** (highlighted with a red box)
  - 
  -

Go to the “search field” box, and enter the field-id as you found it on a previous pages where all fields were listed. Press the diskette-icon to find the field according to the id-number the system will find your corresponding field. Press the “+”-symbol to add this field to the form.

**Add fields to: general info**

Select a field:

Insert after field:

**Search field**

**SWIFT-BIC Code**

**Form setup**  
[show field labels]

- Contact information
- general info
  - **Add fields**
  - pass\_number (85)
  - Recommendation letter (2677)
  - Bank account number (2678)
  - SWIFT-BIC Code (1308)
- Language
- Add form category

**Add fields to: general info**

Select a field:



























Insert after field:

**Search field**

**SWIFT-BIC Code**





- Contact information    
- general info    
  - **Add fields**
  - pass\_number (85)     
  - Recommendation letter (2677)  
  -  
  - Bank account number (2678)   
  - 
  - SWIFT-BIC Code (1308)    
  - 

Next to the field name, you will see an arrow. By pressing this arrow, you will move the field up one level. In this way you can influence the way all fields are sorted/listed.

Besides of searching for a field by entering the field-id, you can search for a field by entering a part of the field name. A list of fields containing a part of the search term in the fieldname will be listed. (as shown below)

**Add fields to: general info**

Select a field:

Insert after field:

**Search field**

- SWIFT-BIC Code

**Search field**

- Bank account number
- Bank Account nr
- Name of bank
- Address of bank
- Bank Code

There is the possibility to select a field from a list of fields:

**Add fields to: general info**

Select a field: !!! Email Address

Insert after field: !!! Email Address

Copy to form: !!! Last name

**Search field**

!!! Passport photo

!!! Unique application number

!!! First name

Contact information (2676)

Emergency contact (2692)

Personal data (2694)

Study data (2693)

Bachelor degree (2680)

Bank account number (2678)

Choice field 1 (6892)

choice list (5475)

Evaluation 1 (5983)

Evaluation 2 (5984)

Facebook address (2670)

field 1 (6891)

Highschool (2679)

Hobbies (2685)

Language skills (2684)

Notice the first 5 fields are preceded by exclamation marks. They are key fields used in the database as basic identifiers. These key fields cannot (!!!) be altered. Other fields can be modified.

The fields with the red line next to it are fields which can be altered by you.

**Add fields to: general info**

Select a field:

- !!!! Email Address
- !!!! Email Address
- !!!! Last name
- !!!! Passport photo
- !!!! Unique application number
- !!!! First name
- Contact information (2676)
- Emergency contact (2692)**
- Personal data (2694)
- Study data (2693)
- Bachelor degree (2680)
- Bank account number (2678)
- Choice field 1 (6892)
- choice list (5475)
- Evaluation 1 (5983)
- Evaluation 2 (5984)
- Facebook address (2670)
- field 1 (6891)
- Highschool (2679)
- Hobbies (2685)
- Language skills (2684)

Insert after field:

Copy to form

**Search field**

Bank account  
Bank Account  
Name of bank  
Address of bank  
Bank Code

Next are the fields which have 2 exclamation point in front of their field name. These fields are fields which are shared in between all EConsort instances.

**Add fields to: general info**

Select a field: **!!! Email Address**

Insert after field:

Copy to form

**Search field**

- **Bank account**
- **Bank Account**
- **Name of bank**
- **Address of bank**
- **Bank Code**

!!! Consent\_text (3845)  
!!Country of birth (11)  
!!crediteur nr (1547)  
!!Date of Birth (3590)  
!!disabled (93)  
!!DOB\_calendar\_type (3654)  
!!Documents\_arrived (1825)  
!!Education\_Secondary\_DateObtained (3716)  
!!Education\_Secondary\_Diploma (3711)  
!!Education\_Secondary\_DiplomaScan (3718)  
!!Education\_Secondary\_End (3713)  
!!Education\_Secondary\_Institution (3710)  
!!Education\_Secondary\_Period (3714)  
!!Education\_Secondary\_Period (3715)  
!!Education\_Secondary\_Start (3712)  
!!Education\_Secondary\_TimeSpend (3717)  
!!Email (301)  
!!Email 2 (302)  
!!emergencyaddress\_box (108)  
!!emergencyaddress\_city (110)

Note that these fields, when searched for, will have a “key”-icon next to their name. The key means that this field is locked, and thus their definition cannot be changed by you.

– **Add fields to: general info**

Select a  
field:

!!!! Email Address ▼






Insert after  
field:

--last field-- ▼

Copy to form

– **Search field**



-  Bank account number +
-  Bank Account nr +
-  Name of bank +
-  Address of bank +
-  Bank Code +