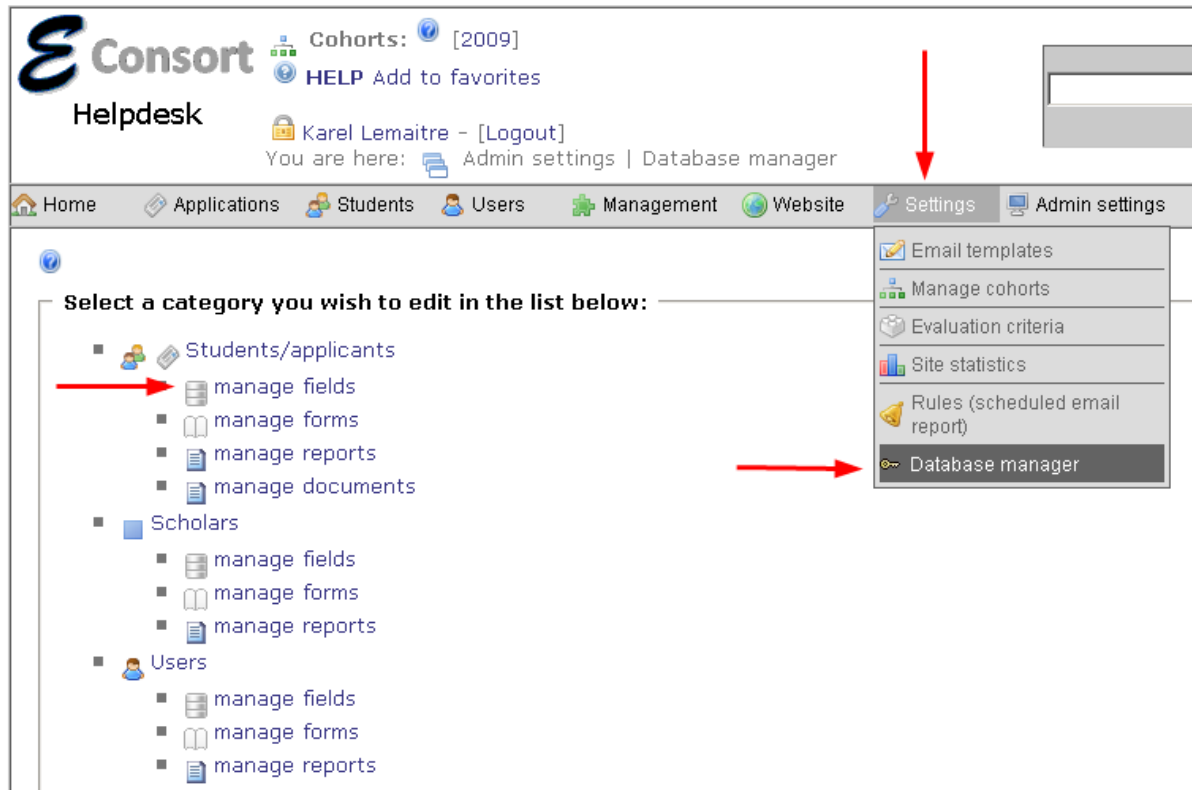


Making a choice list

In your instance, go to “Settings”, “Database manager”, “Manage fields”



And click on the “+”-icon

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

Simple fields - [Grouping fields]

[show field id's] [field report]

Editor

Rows: 244 Display columns ▼ Clear



	Name		Label	
1.	Start University	C	Start University	✎ ✕
2.	Facebook adress	W	Facebook adress	✎ ✕
3.	Contact information ...	M	Contact information	✎ ✕
4.	Recommendation letter	F	Recommendation letter	✎ ✕
5.	Bank account number	M	Bank account number	✎ ✕
6.	Highschool	M	Highschool	✎ ✕
7.	Bachelor degree	M	Bachelor degree	✎ ✕
8.	Master degree	M	Master degree	✎ ✕
9.	Year 1 University	C	Year 1 University	✎ ✕
10.	Year 2 university	C	Year 2 university	✎ ✕


Fill in the “Field name”, the “Field label” (which is shown next to the field), the “Field type” (which in this case we select as “Choice list”) , “Label width”, a description of the field

After adding the field, select the “pencil”-icon next to the fieldname.





















ID	Field Name	Field Type	Field Label
21.	Tota Evaluation	C	Tota Evaluation
22.	field 1	T	field label 1
23.	Choice field 1	C	Chose your type
24.	Gender	C	Gender

By clicking the green “+” icon next to “choice options”, you can add different choices to the choice selector.

[ Manage reports] - [ Back]



play columns ▼ Clear


	 
	 
	 
	 
	 
	 
	 
	 
	 
	 

Editor

Edit selected field:


td>

Field name:




Choice field 1

Field label:




Chose your type

Field type:




Choice list


Field description:




Default value:



Help text:





Label width:



150


Choice options:

Add option:












choice

Note that the options are shown in an alphabetical order (you can not change this order). Next to each choice option you will see a “X”-icon. Clicking this icon deletes the choice option.

 Editor

Edit selected field:


td>


Field name:		Choice field 1
Field label:		Chose your type
Field type:		Choice list
Field description:		
Default value:		
Help text:		
Label width:		150
Choice options:	 	option 1[] ; option 2[] ;

Add option:

choice

copy options from standard lists

 Make common field between all instances

 Clone field

Note there is an option to copy options from standard lists.

Edit selected field:

td>

Field name: Choice field 1

Field label: Chose your type

Field type: Choice list

Field description:

Default value:


Help text:

Label width: 150

Choice options: + option 1[] ; option 2[] ;

Add option:

choice

 [copy options from standard lists](#)

These are the standard lists

Field name: Choice field 1

Field label: Chose your type

Field type: Choice list

Field description:

Default value:

Help text:

Label width: 150

Choice options: + option 1[] ; option 2[] ;

Add standard list of options:

- month_days
- month_name
- week_day
- world_countries