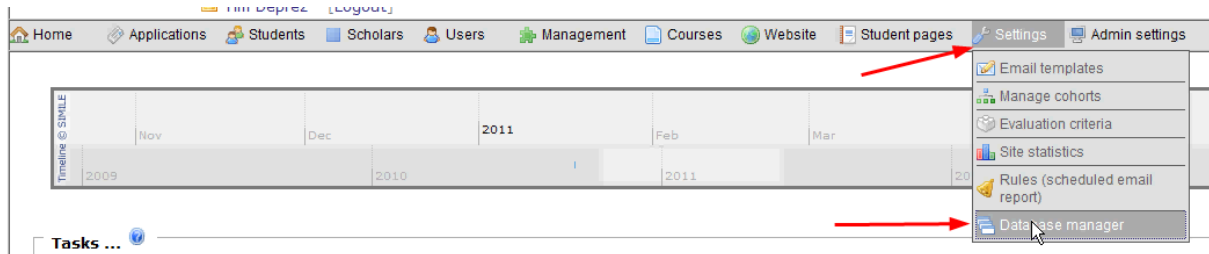
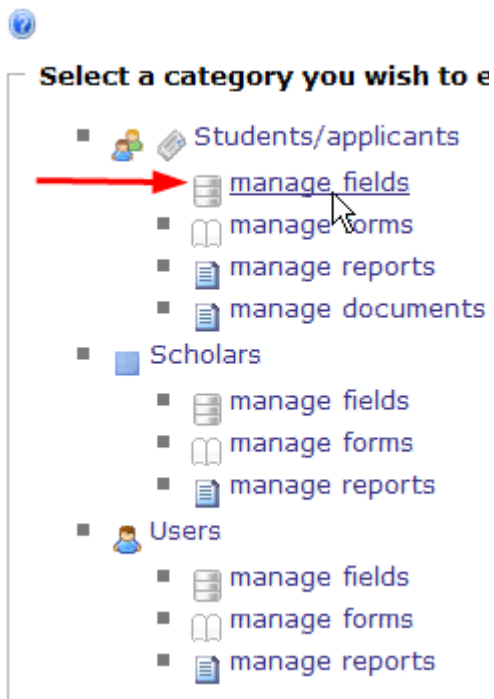


Making a text field

Log in into your EConsort instance. Go to “Settings”, “Databasemanager”



Then choose “Manage fields”



On this screen you will see the list of all fields. To add a field, press the green “+”-icon.

Manage student section | Manage fields | Manage forms | Manage reports | back

Simple fields - [Grouping fields]

[show field id's] [field report]

Editor

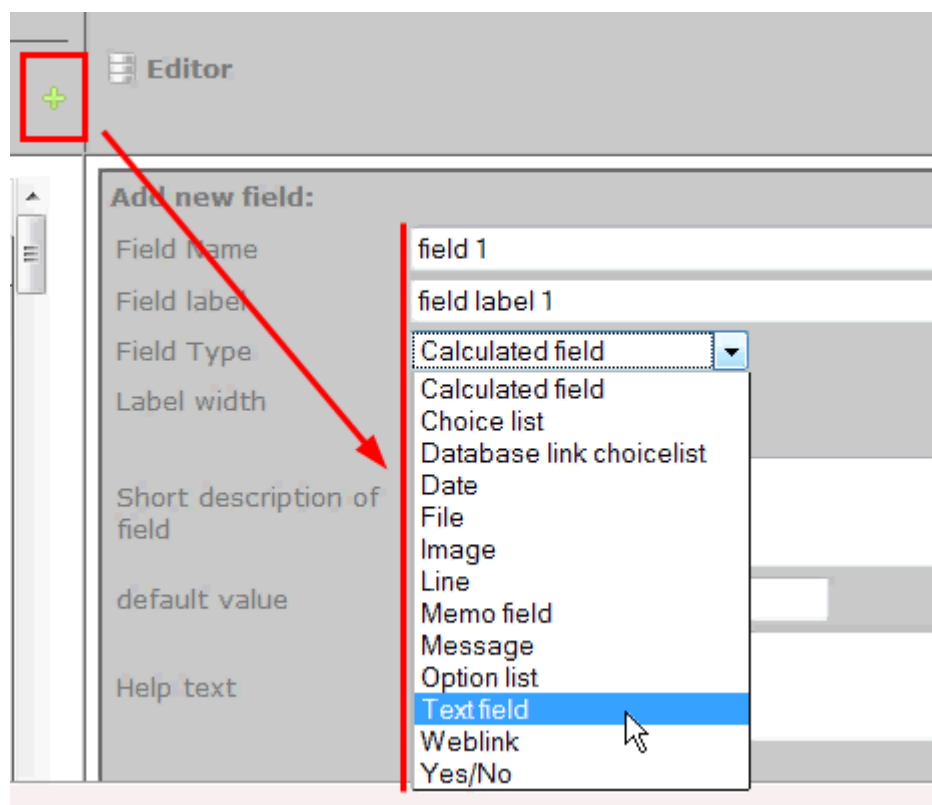
Rows: 243 Display columns ▼ Clear

| | 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 | |

Field name is the name of the field (for internal user)

Field label is the description of the field, shown to the students/applicants. (in forms and reports)

As for Field Type, we choose “Text Field”. Any kind of text can be entered here, with a maximum of 250 characters.



By entering the “Label Width” you define the mount of pixels determining the width of the field/column

The “Help Text” is the text which is shown by hoovering over the questionmark-icon next to the field. It displays some extra info on the field to the user.

Editor

Add new field:

Field Name: field 1

Field label: field label 1

Field Type: Textfield

Label width: 150






Short description of field:

default value:

Help text:

add field

Finally press “Add field” to create the field.

| | | | | |
|-----|-----------------|---|-----------------|---|
| 21. | Tota Evaluation | C | Tota Evaluation |   |
| 22. | field 1 | T | field label 1 |   |
| 23. | Gender | C | Gender |   |

By adding a field, it will automatically be placed as the last field of the list of fields. By clicking on the “pencil”- icon, you can edit the field.