

Making fields obligatory in a application form

Go to the database manager and click on “Manage Forms”



Select a category you wish to edit in the list below: -

- Students/applicants
 - manage fields
 - **manage forms**
 - manage reports
 - manage documents
- Scholars
 - manage fields
 - manage forms
 - manage reports
- Users
 - manage fields
 - manage forms
 - manage reports

Form List	Form setup
<div>[Add new form]</div> <ul style="list-style-type: none">▪ EVALUATION FORM:<ul style="list-style-type: none">▪ Evaluation form ▪ - edit fields and categories▪ - edit form settings▪ - access special form options▪ - delete▪ - preview in management layout▪ - preview in application form layout▪ MANAGEMENT FORM:<ul style="list-style-type: none">▪ Management form ▪ This is a form example ▪ Uncategorized form:<ul style="list-style-type: none">▪ Student form	<div>[show field labels]</div> <ul style="list-style-type: none">▪ Form category name ▪ form category name no.2 ▪ Evaluation ▪ Add form category

Select the form category you want to edit.

You will be presented with a list of fields. Next to each fields there is a check-box. If the box is checked, It means this field is obligatory.



The screenshot shows a 'Form setup' window with a header bar containing a menu icon, the title 'Form setup', and a link '[show field labels]'. Below the header is a list of form categories and fields:

- Form category name [icon] [icon] [icon]
- form category name no.2 [icon] [icon] [icon]
 - **Add fields**
 - Facebook adress (2670) [icon] [icon] ☒ [icon]
 - Hobbies (2685) [icon] [icon] ☐ [icon]
 - Picture (2695) [icon] [icon] ☒ [icon]
- Evaluation [icon] [icon] [icon]
- **Add form category**

Red boxes highlight the checkboxes for 'Facebook adress (2670)', 'Hobbies (2685)', and 'Picture (2695)'. The checkboxes for 'Facebook adress (2670)' and 'Picture (2695)' are checked, while the checkbox for 'Hobbies (2685)' is unchecked.