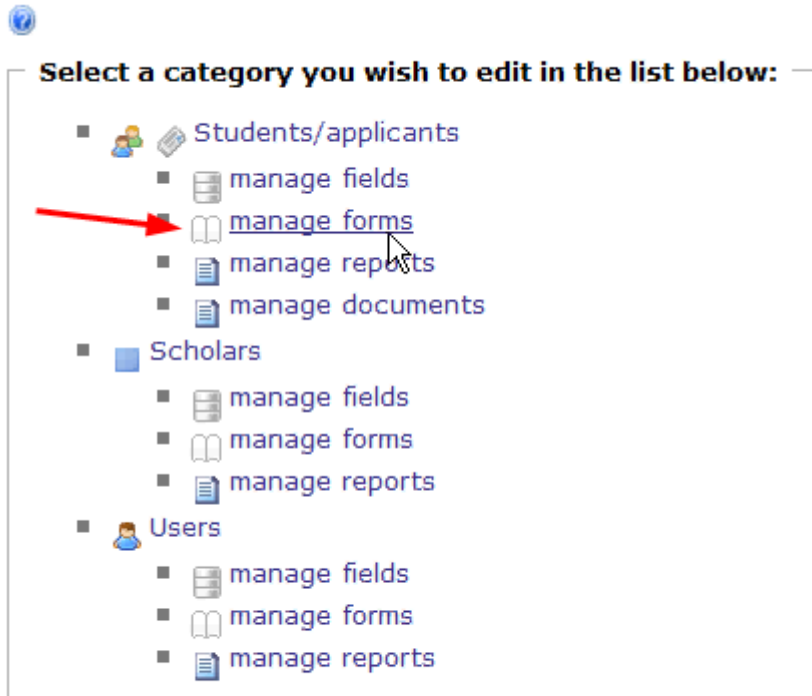
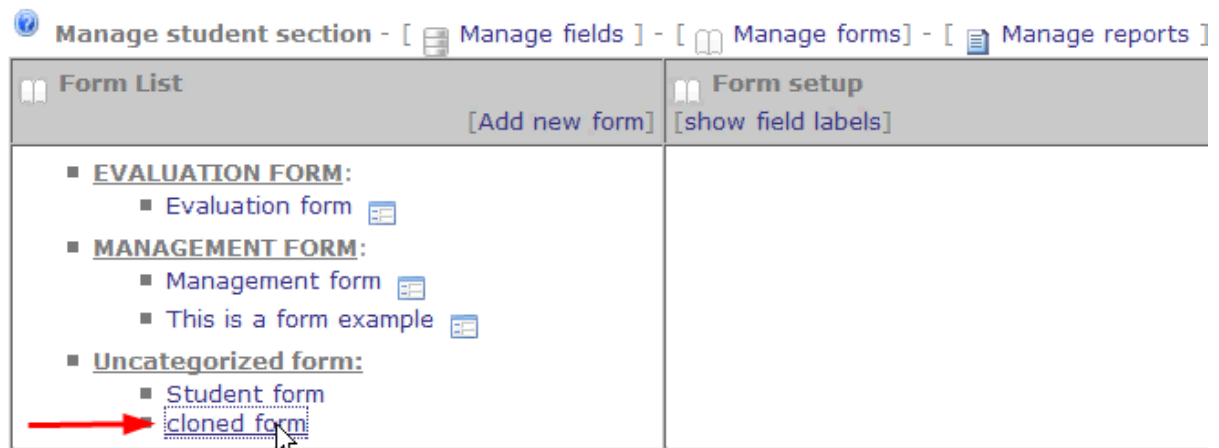


Replacing fields by other fields

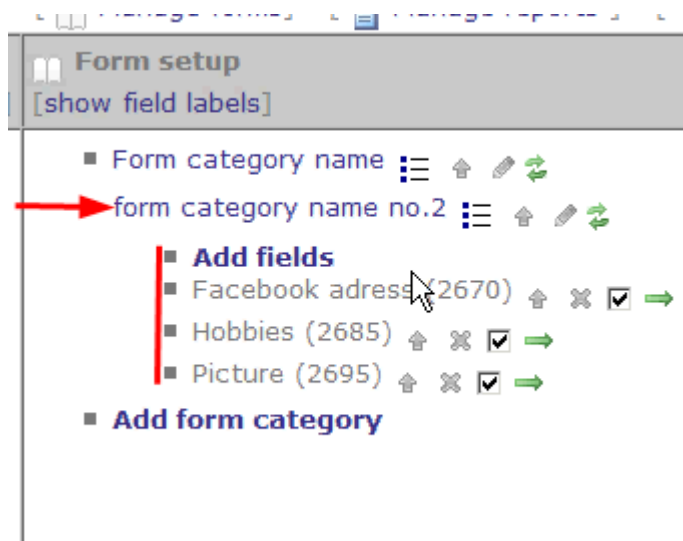
To change fields in a form, go to “Manage forms”



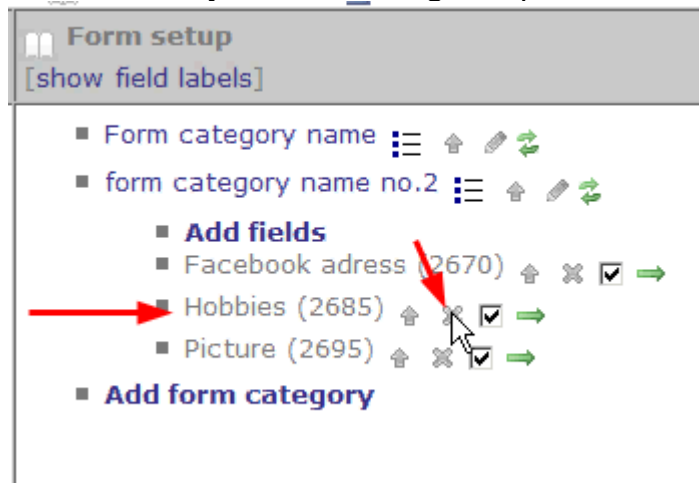
Select the form you want apply changes to. (in this case the form named “cloned form”)



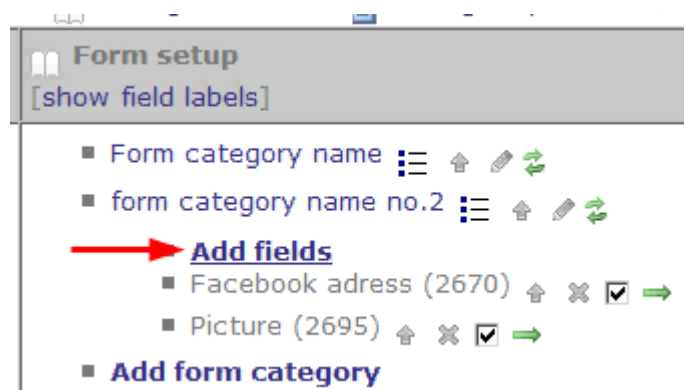
Select the form category which you want to select (in this example “Form category no.2”)



Select the field you want to change and press the “X” (this will delete the field)



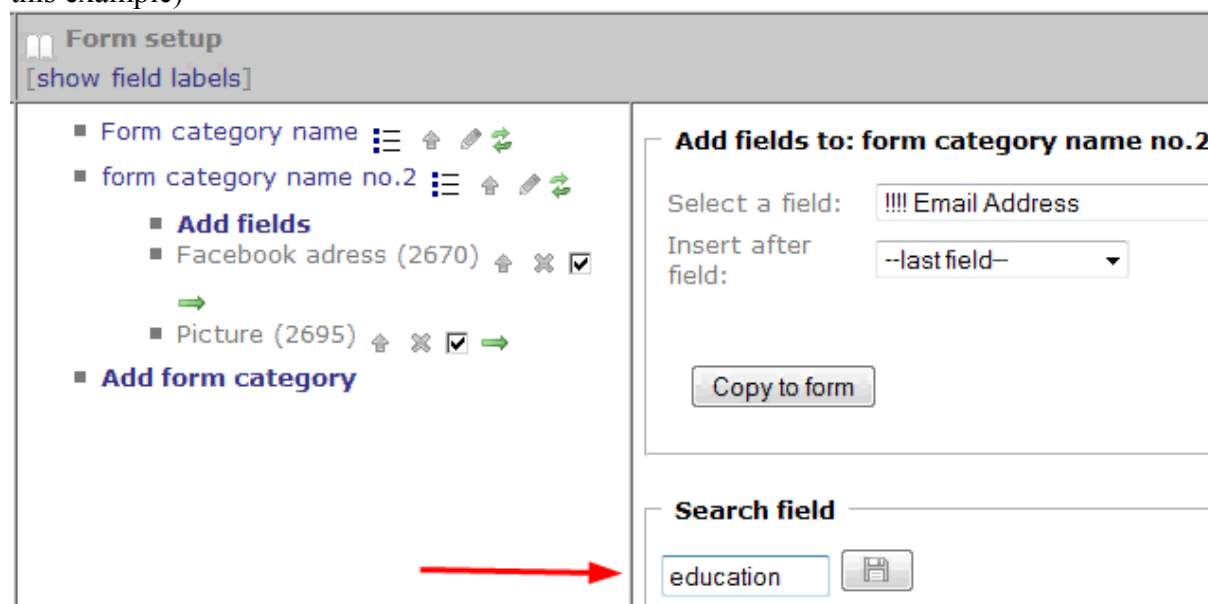
Next, select “Add fields”



Form setup
[show field labels]

- Form category name
- form category name no.2
- Add fields** (indicated by a red arrow)
- Facebook address (2670)
- Picture (2695)
- Add form category

In the search field, enter (a part of) the name of the field you are searching for. (“education” in this example)



Form setup
[show field labels]

- Form category name
- form category name no.2
 - Add fields**
 - Facebook address (2670)
 - Picture (2695)
- Add form category

Add fields to: form category name no.2

Select a field:

Insert after field:

Search field

The search will list you all fields with “education” in their name. We select “Education_Secondary_Institution”

Add fields to: form category name no.2

Select a field:

Insert after field:

Search field

- ☐ **Ti_Secondary education** +
- ☐ **Education_Secondary_Institution** +
- ☐ **Education_Secondary_Diploma** +
- ☐ **Education_Secondary_Start** +
- ☐ **Education_Secondary_End** +
- ☐ **Education_Secondary_Period** +
- ☐ **Education_Secondary_Period** +
- ☐ **Education_Secondary_DateObtained** +
- ☐ **Education_Secondary_TimeSpend** +
- ☐ **Education_Secondary_DiplomaScan** +

Press the “double green arrows”-icon to refresh the order of the fields.

After refreshing, click the grey, upwards pointing arrow next to a field to move this field up one level.

Form setup
[show field labels]

- Form category name
- form category name no.2
 - Add fields**
 - Facebook adress (2670)
 - Picture (2695)
 - Education_Secondary_Institution (3710)
- Add form category**

By checking the box next to a field, you indicate this field is obligatory.

Form setup
[show field labels]

- Form category name
- form category name no.2
 - Add fields**
 - Facebook adress (2670)
 - Education_Secondary_Institution (3710)
 - ☒ Picture (2695)
- Add form category**