

Using field ID's

This tutorial will show you how to use field ID's in a proper way.

Field ID's can be used to search for a specific field.

To see the field ID's, simply click on “show field ID's”. This will show a column in between the columns “Name” and “Label”

The screenshot shows the 'Manage student section' interface. At the top, there are navigation links: 'Manage fields', 'Manage forms', and 'Manage reports'. Below these, there's a section for 'Simple fields' and 'Grouping fields'. A red arrow points to the '[show field id's]' link. Another red arrow points to the '<Show' dropdown menu. The main table displays a list of fields with columns for 'Name', 'ID', and 'Label'. The 'ID' column is highlighted with a red box, showing unique identifiers like C[2669], W[2670], M[2676], F[2677], M[2678], M[2679], M[2680], M[2681], C[2682], and C[2683].

	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	

This (unique) number is assigned to the field by the EConsort database.

Go to “Manage forms” and select the form you would like to add a field to. (add the field by entering its field-ID)

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

Form List
[Add new form]

Form setup
[show field labels]

- EVALUATION FORM:**
 - Evaluation form
- MANAGEMENT FORM:**
 - Management form**
 - 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

- Contact information**
 - Add fields**
 - Student number Ugent (569)
 - Personal data** (2694)
 - First Name (279)
 - Picture (2695)
 - foto (16)
 - famnaam (14)
 - Email (301)
 - Facebook adress (2670)
 - Gender (8)
 - birth_date (86)
 - Country of birth (11)
 - nationality (94)
 - civil_status (90)
 - spouse (91)
 - children (92)

After pressing “Add fields”, enter the field ID in the search box and press the “diskette”-icon next to it

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Add fields to: Contact information

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

Insert after field: **--lastfield--**

Copy to form

Search field

The field referring to the field-ID will be shown. By clicking on the “+”-symbol next to it, you will add the field to the form.

The screenshot displays a form editor interface. At the top, a grey header bar is visible. Below it, a section titled "Add fields to: Contact information" is enclosed in a box. Inside this box, there are two input fields: "Select a field:" with the value "!!!! Email Address" and "Insert after field:" with the value "--last field--". A "Copy to form" button is located below these fields. Below the "Add fields" section, there is a "Search field" section with a search input field and a search button. At the bottom, a list of fields is shown, with the first field "My first own fieldname" highlighted in red and having a mouse cursor pointing to it.

Add fields to: Contact information

Select a field:

Insert after field:

Search field

• My first own fieldname

Please note: on the form editing page, each field will have his own field-ID shown next to the name of the field. In this way you can (double) check if you are using the correct field, as multiple fields can have the same fieldname, their field-ID will different.