

User Fields

Last Modified on 10/21/2024 8:20 am CDT

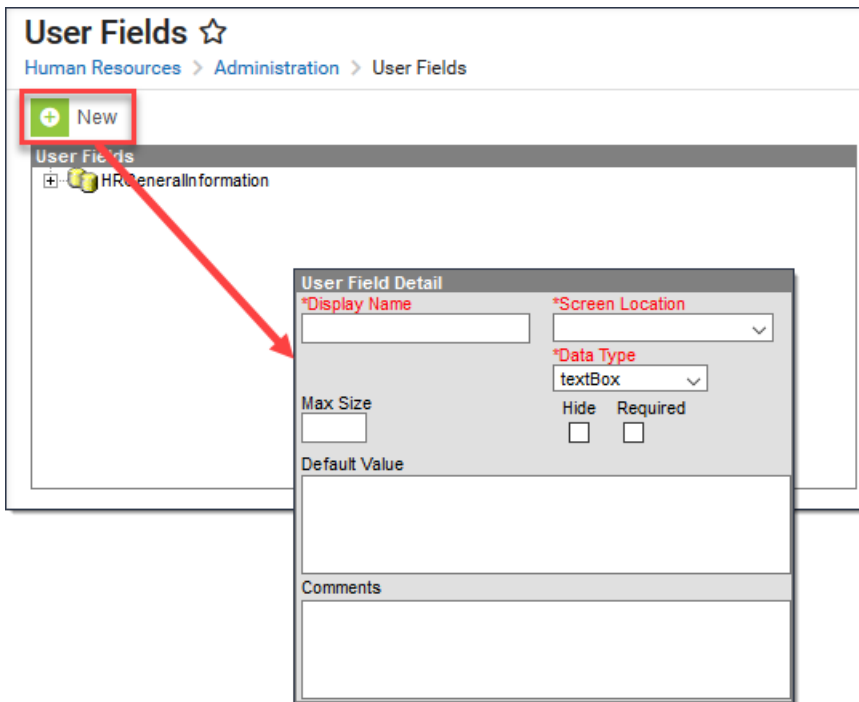
Human Resources will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).

[Field Descriptions](#) | [Add a User-defined Field](#) | [Hide a User-Defined Field](#)

Tool Search: User Fields

The User Fields tool allows you to set up user-defined fields and values without requiring system administrator involvement. You can specify where the fields appear and whether they display.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> • Add a User-defined Field • Hide a User-defined Field 	<ul style="list-style-type: none"> • Field Descriptions



Field Descriptions

Field	Description						
Display Name	The name of the field as it appears on the screen.						
Screen Location	The screen on which the field appears.						
Data Type	<p>This option defines the field type. Options include the following types:</p> <ul style="list-style-type: none"> • textBox. This option displays a text box in which users can type. • dropdownList. This option displays a dropdown list from which they can make a selection. Additional setup procedures are required when selecting this field. • dateField. This option displays a date field in which they can type a date. • numberField. This option displays a text box in which users may type a number. • phoneField. This option displays a text box in which users may type a phone number. • emailField. This option displays a text box in which users may type an email address. • checkbox. This option displays checkbox next to the display name. • moneyField. This option displays a text box in which users may type a dollar amount. 						
Required	This checkbox indicates whether the field is required.						
Hide	This checkbox indicates whether the field is visible on the screen.						
Default Value	<p>The value that automatically appears in the field.</p> <table border="1"> <thead> <tr> <th>To specify a default value for...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>a dropdown list</td> <td>enter the code for the option you want to automatically select.</td> </tr> <tr> <td>checkbox</td> <td>enter 1 if you want the checkbox to be marked. Enter 0 if you want the checkbox to be clear.</td> </tr> </tbody> </table>	To specify a default value for...	Then...	a dropdown list	enter the code for the option you want to automatically select.	checkbox	enter 1 if you want the checkbox to be marked. Enter 0 if you want the checkbox to be clear.
To specify a default value for...	Then...						
a dropdown list	enter the code for the option you want to automatically select.						
checkbox	enter 1 if you want the checkbox to be marked. Enter 0 if you want the checkbox to be clear.						
Max Size	The largest number of characters the field allows.						
Comments	Additional information about the field.						

Add a User-defined Field

1. Click the **New** button.

Result

The User Field Detail editor displays.

2. Type the **Display Name**.

3. Select the **Screen Location**.
4. Select the **Data Type**.
5. Select the **Required** checkbox if you want to make this field required for the end user. *(optional)*
6. Select the **Hide** checkbox if you want to hide this field from the end user. *(optional)*

Selecting this checkbox clears the **Required** checkbox.

7. Type a **Default Value** and a **Max Size**.

These fields are optional and do not apply to dropdown lists or checkbox fields.

8. Type any additional **Comments** . *(optional)*
9. Click the **Save** button.

Result

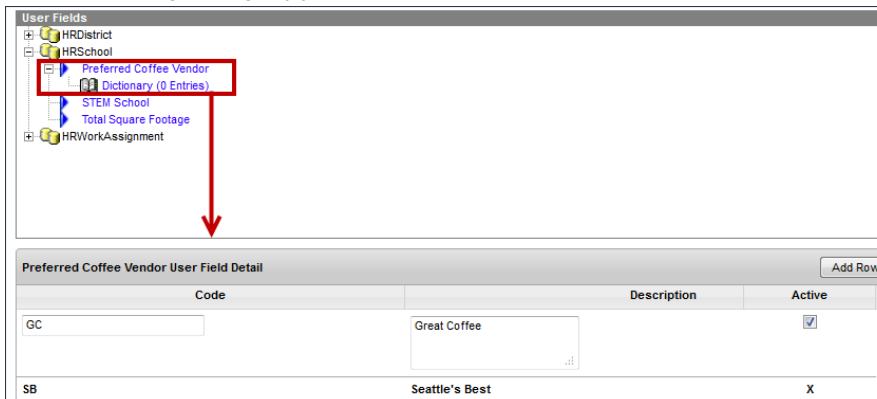
Campus adds the field to the User Fields navigation tree.

10. Complete the following steps if you are adding a dropdown list.

1. Expand the navigation tree and click the button to expand the newly created field.

Result

The Dictionary entry appears.



2. Select the **Dictionary**.

Result

The Code and Description fields appear. The **Active** checkbox is selected by default. To hide the option in the dropdown list, clear the **Active** checkbox.

3. Type a **Code** and **Description** for the option.

The Code and Description will appear in the user's dropdown list after you save your changes. When the total number of items is greater than or equal to 50, the dropdown list on the tool becomes an auto-search field, allowing the user to type the first few letters of the item and the available choices will filter to those matching the

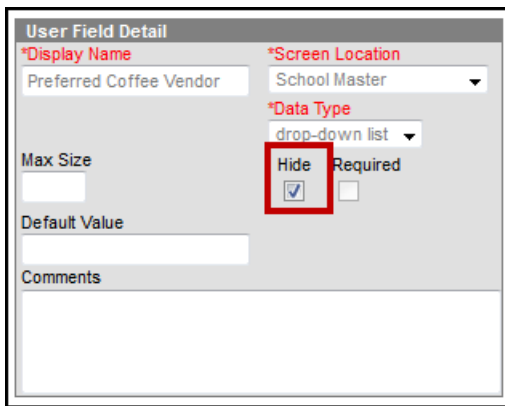
entered text.

4. Click the **Add Row** button to add additional options to the dropdown list.
5. Click the **Save** button.

Dictionary items can be sorted alphabetically or numerically by the Code, Description or the Active checkbox by clicking on the name of that column.

Hide a User-Defined Field

User-defined fields cannot be deleted; however, they can be hidden from the user. To a hide a user-defined field, select the field to be hidden, check the **Hide** checkbox, and click the **Save** button.



The screenshot shows a 'User Field Detail' form with the following fields and values:

- *Display Name:** Preferred Coffee Vendor
- *Screen Location:** School Master
- *Data Type:** drop-down list
- Hide:** (highlighted with a red box)
- Required:**
- Max Size:** [Empty text box]
- Default Value:** [Empty text box]
- Comments:** [Empty text area]