

# Custom Forms Setup

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[Custom Forms List](#) | [Create a New Custom Form](#) | [Delete Existing Custom Forms](#) | [Interactive Form with Database Table](#) | [Interactive Form](#) | [Blank Form](#) | [Reserved Name List](#)

**Tool Search:** Custom Forms Setup

The Custom Forms tool uploads and manages supplemental documents that can then be linked to a person's record. Custom Forms can be set up to pull information directly from Campus and/or have data entered into a form queried and reported in Ad hoc.

Three types of forms can be created using this tool. Select an option below to read detailed instructions on how to create each type:

- [Interactive Form with Database Table](#)
- [Interactive Form](#)
- [Blank Form](#)

See the [Custom Form Creation](#) and [Troubleshooting Custom Forms](#) documents for additional information.

## Custom Forms List

By default all existing Custom Forms are **sorted** by Module. Drag column headers to the top of the screen to further sort. Forms can also be sorted by clicking on the column headers.

Enter text into the fields below the header or select values in the dropdowns to **filter** the list of Forms. The funnel icon provides additional filtering options. Custom forms can be filtered by Module, Status, Name, Sequence, Form Type, Start Date, and/or End Date.

MODULE	STATUS	NAME	SEQUENCE	FORM TYPE	START DATE	END DATE	PUBLISHED T...
(All)	Active			(All)	month/...	month/...	
▼ MODULE: EL Documents							
EL Documents	ACTIVE	Program Services Plan (PSP) for English Learners	1	Interactive	07/01/2023		<input type="checkbox"/>
▼ MODULE: Gifted & Talented							
Gifted & Talented	ACTIVE	Gifted Student Service Plan	1	Interactive	08/01/2019		<input type="checkbox"/>
Gifted & Talented	ACTIVE	Gifted and Talented Progress Report	2	Interactive	08/01/2019		<input type="checkbox"/>
▼ MODULE: Health							
Health	ACTIVE	Health Blank-	0	Blank	08/01/2024		<input type="checkbox"/>

*Custom Forms Filter By Module*

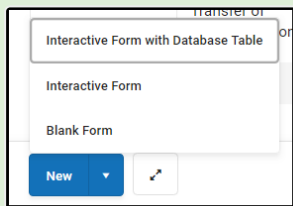
Column Header	Description
<b>Module</b>	The module in which the form is available.
<b>Status</b>	<p>The state of the form. The Status indicates if a form is currently available to attach to a person's record.</p> <ul style="list-style-type: none"> <li>• <b>Active</b> forms have a Start Date on or before the current date.</li> <li>• <b>Inactive</b> forms have an End Date before the current date or a Start Date after the current date.</li> <li>• <b>Draft</b> forms are those that do not have a Start Date or a future Start Date.</li> </ul> <p>Custom Forms in draft status can be previewed on a person's Forms tool or Documents tab. See the <a href="#">Preview Draft Forms</a> section for additional information.</p>
<b>Name</b>	The Name of the form.
<b>Sequence</b>	The order in which the form displays in the custom forms list screen, in the dropdown of forms available on the person's Forms tool or Documents tab (Interactive Forms), and in the Outline (Blank Forms). Lower numbers appear higher on the list.

Column Header	Description
<b>Form Type</b>	An indicator if the form is Portal, Portal Fillable, Portal eSignature, <a href="#">Interactive with Database Table</a> , <a href="#">Interactive</a> , and <a href="#">Blank</a> . See each section below for detailed instructions on how to create each form type.
<b>Start Date</b>	The form is active as of this date.
<b>End Date</b>	The form is inactive after this date.
<b>Published to Districts</b> <i>State Edition only</i>	Indicates this custom form was sent to districts from the state. These custom forms cannot be unpublished or deleted, but they can be end-dated.
<b>Published from State</b> <i>District Edition only</i>	Indicates this custom form was sent to districts from the state. These custom forms cannot be unpublished or deleted, but they can be end-dated.

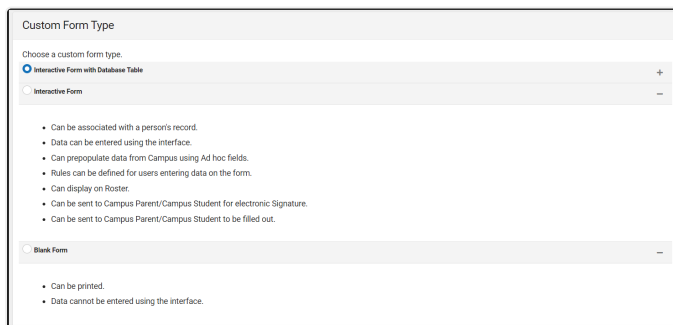
## Create a New Custom Form

Click the **New** button to open the **Form Type** selection screen. See each section below for detailed instructions on how to create each form type.

Clicking the down arrow on the **New** button provides a shortcut to select the form type and skips the Form Type selection screen.



*New Button Options*



*Custom Form Type Selection Screen*

## Delete Existing Custom Forms

Custom Forms cannot be deleted if there are instances of the form associated to a person's record. The Form Count field is located on the Upload screen and indicated the number of instances of this form created for people in Campus.

Forms published from the state also cannot be deleted.

Existing Custom Forms can be deleted if necessary. Campus advises adding an end date to a custom form instead of deleting it for historical purposes.

Click on an existing Custom Form and click the Delete button. Database Tables will be removed when the Form is deleted.

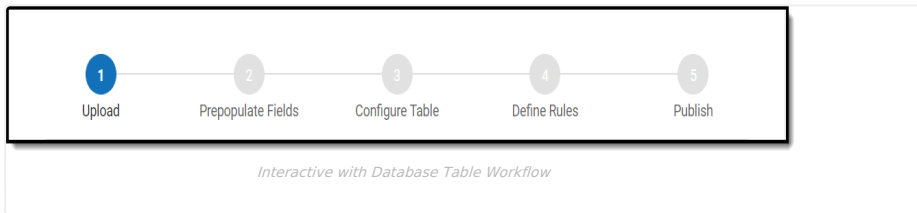
## Interactive Form with Database Table

Data entered into an interactive form with a database table can be queried and reported in Ad hoc. See the [Custom Forms in Ad hoc](#) section for additional information. Users can enter data directly into interactive forms from the person's Document's tool or Forms tool. Existing data from Campus can be pulled into the form.

Additional options for interactive forms include allowing the form to display on Roster or on the Campus Parent and/or Campus Student Portal. Guardians and students can also electronically sign and fill out information using the Portal.

Data entered into an interactive form with a database table does not modify any existing data in Campus fields. Existing data can be pulled onto the form and data entered into the form can be reported in Ad hoc, but existing data in Campus is not rewritten.

From the **Form Type** selection screen, select the **Interactive with Database Table** form type and then click **Next**. The Interactive with Database Table workflow displays.



Select a link to navigate to a step in the Interactive Form with Database Table creation process:

1. [Upload](#)
2. [Prepopulate Fields](#)
3. [Configure Table](#)
4. [Define Rules](#)
5. [Publish](#)
6. [Preview Draft Forms](#)

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## Interactive Form

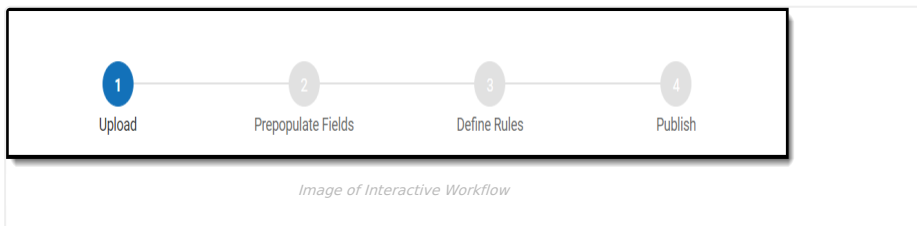
Once an interactive form is active, it is available for use to fill out for a person. Users can enter data directly into interactive forms from the person's Document's tool or Forms tool. Existing data from Campus can be pulled into the form.

Additional options for interactive forms include allowing the form to display on Roster or on the Campus Parent and/or Campus Student Portal. Guardians and students can also electronically sign and fill out information using the Portal.

Data entered into an interactive form does not modify any existing data in Campus fields. Existing data can be pulled onto the form, but existing data in Campus is not rewritten.

From the **Form Type** selection screen, select the **Interactive** form type and then click **Next**. Unlike the Interactive with Database Table form type, the Interactive type does not use the Configure Table step. The Upload, Prepopulate Fields, Define Rules, and Publish steps are the same for both interactive form types.

**Note:** hyperlinks are not supported.



Select a link to navigate to a step in the Interactive Form creation process:

1. [Upload](#)
2. [Prepopulate Fields](#)
3. [Define Rules](#)
4. [Publish](#)
5. [Preview Draft Forms](#)

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## Blank Form

Blank forms can only be printed. Blank forms are located in the Forms tool.

From the **Form Type** selection screen, select the **Blank** form type and then click **Next**. The Blank Form upload screen displays.

### Blank Form

Blank Forms are located in the Forms tool and in the outline under the module's Blank Forms folder.

**Module \***  
The module cannot be modified after saving.

Counseling ▼

**Name \***  
Limit 50 characters.

Notice of Team Meeting

**PDF \***  
Max File Size: 4 MB

Select file...

NOTICE OF TEAM MEETING.pdf
×

**Sequence**  
The sequence determines the order displayed in the Forms tool and in the outline under the module's Blank Forms folder.

5 ▲▼

**Start Date \***

07/01/2019 📅

**End Date**

month/day/year 📅

**Status**  
The Status is calculated based on the Start and End Date.

ACTIVE

**Uploaded By**  
Plainview Schools

Save
Cancel
↻

Blank Upload Screen

Field Name	Description
<b>Module</b>	<p>The module in which the form is available. Available modules include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Activity</a></li> <li>• <a href="#">Counseling</a></li> <li>• <a href="#">Health</a></li> <li>• <a href="#">PLP</a></li> <li>• <a href="#">Response to Intervention</a></li> <li>• <a href="#">Special Ed</a></li> </ul> <p>See the <a href="#">Forms</a> tool for additional information.</p>
<b>Name</b>	The name of the form as it displays in the custom forms list screen and the Forms tool.

Field Name	Description
<b>PDF</b>	The name of the PDF file named by the user as the form was created in Adobe Acrobat Professional. Only PDF documents (.PDF) can be uploaded. Additional file types can be uploaded on an individual person's Forms tool or Documents tab.  Only PDFs created using Adobe Acrobat Professional or Adobe DC are supported for Custom Form creation.
<b>Sequence</b>	The order in which the form displays in the custom forms list screen. Lower numbers appear higher on the list.
<b>Start Date</b>	The form is active as of this date. The start date can be on a past, current, or future date.
<b>End Date</b>	The form is inactive after this date. The end date can be on a past, current, or future date. This field can be left blank.
<b>Status</b>	The state of the form. The Status indicates if the form is Active, Inactive, or Draft. Status is calculated based on the Start and End date.
<b>Uploaded By</b>	The name of the user who uploaded the form. This is either the district name or Infinite Campus.

## Blank Form Creation Process

1. Select the **Module** in which the form will be available.
2. Enter a **Name** for the form.
3. Click **Select File**.
4. Locate the PDF file then click **Open**.
5. Enter a **Sequence** number for the form. The arrows buttons can be used to select a sequence number.
6. Enter a **Start Date** for when the form becomes active.
7. *Optional:* enter an **End Date** for when the form becomes inactive.
8. Click **Save** when finished.

Once active, the Blank Form is available for users to print from the Forms tool. See the [Forms](#) tool for additional information.

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## Interactive Form and Interactive Form with Database Table Workflow

This section details each step of the Interactive and Interactive with Database Table workflow. The [Configure Table](#) step only applies to the Interactive with Database Table form type.

For Custom Forms with Database Tables, Time fields are NOT recommended and do not report correctly via Ad hoc.

## Upload

The first step in the custom form creation process is to upload the PDF file and name the form.

Users can enter data directly into the form using the interface. Existing data from Campus can be prepopulated into the form using Ad hoc fields.

**Module \***  
The module cannot be modified after saving.  
Special Ed

**Name \***  
Limit 50 characters.  
Notice of Team Meeting 2020

**PDF \***  
Max File Size: 4 MB  
Select file...  
NOTICE OF TEAM MEETING required.pdf

**Display Custom Form on Portal**

- Campus Parent
  - Guardian eSignature Request
  - Guardian Fill out the Form
- Campus Student
  - Student eSignature Request
  - Student Fill out the Form

**Display PDF on Roster**

- Roster

**Sequence**  
The order in which the form displays in the Custom Forms list and the list of Forms available to attach to a person.  
55

**Status**  
The Status is calculated based on the Start and End Date, which is established on the Publish screen. Form administrators can preview draft forms attached to a person's Forms tool or Documents tool for testing purposes.  
DRAFT

**Overflow**  
Allow users to type beyond the limited space in a multi-line text field. Text may overflow to subsequent pages when printing.

**Comments**  
Enter any information regarding the uploaded form. Any information entered here is only visible from this tool. Limit 500 characters.

**Instructions**  
Enter any instructions regarding this form. Instructions are visible for the user filling out the form for a person. Limit 500 characters.

**Uploaded By**  
Plainview Schools

Interactive and Interactive with Database Table Upload Screen

Field	Description
<b>Module</b>	<p>The module in which the form is available. Available modules include:</p> <ul style="list-style-type: none"> <li>Activity</li> <li>Counseling</li> <li>Health</li> <li>PLP</li> <li>Response to Intervention</li> <li>Special Ed</li> </ul> <p>See the <a href="#">Forms</a> tool for additional information.</p>
<b>Name</b>	<p>The name of the form as it displays in the custom forms list screen and for the user filling out the form for a person on the Forms tool or Documents tab.</p>
<b>PDF</b>	<p>The name of the PDF file named by the user as the form was created in Adobe Acrobat Professional. Only PDF documents (.PDF) can be uploaded. Additional file types can be uploaded on an individual person's Forms tool or Documents tab.</p> <p>Only PDFs created using Adobe Acrobat Professional or Adobe DC are supported for Custom Form creation.</p>

Field	Description
<b>Display Custom Form on Portal</b>	<p>When the form is attached to a student and locked, a read-only version of the Custom Form displays on the Campus Parent and/or Campus Student application.</p> <p>Three conditions must happen in order for a Custom Form to display on the portal:</p> <ol style="list-style-type: none"> <li>1. The Display Custom Form on Portal option is marked at System Administration &gt; Custom Forms on the Upload step.</li> <li>2. The Portal Preference is marked for the module the form is in at System Administration &gt; Portal &gt; Preferences &gt; Display Options on the Documents section.</li> </ol> <p style="background-color: #fff9c4; padding: 5px;">Portal preferences are set by school. See the Portal Preferences <a href="#">Display Options</a> documentation for additional information.</p> <ol style="list-style-type: none"> <li>3. The Custom Form is attached to a student and locked (either on the Forms tool or the Documents tool).</li> </ol> <p>See the <a href="#">Campus Parent Portal</a> and <a href="#">Campus Student Portal</a> documentation for additional information.</p> <p style="background-color: #e1f5fe; padding: 5px;">Forms support emancipated student functionality. Emancipated students will receive a form via the Parent Portal if it is marked to be sent to the Parent Portal. See the <a href="#">Emancipated Students</a> documentation for information on setting up emancipated students.</p>
<b>Guardian eSignature Request, Student eSignature Request</b>	<p>When the Display Custom Form on Portal option and this option is marked, a request for signature is sent to the student and/or parent/guardian(s) on the Campus Parent and/or Campus Student application.</p> <p style="background-color: #ffe0b2; padding: 5px;">Custom Forms with eSignature are not available on the Documents tool. <b>Note:</b> eSignature data cannot be queried in Ad hoc.</p> <p style="background-color: #fff9c4; padding: 5px;">Custom Form eSignature functionality does not require a PIN to complete.</p> <p>See the following documents for additional information:</p> <ul style="list-style-type: none"> <li>• <a href="#">Campus Parent Portal</a></li> <li>• <a href="#">Campus Student Portal</a></li> <li>• <a href="#">Custom Forms on Portal Process</a></li> </ul>
<b>Guardian Fill out Form, Student Fill out Form</b>	<p>When the Display Custom Form on Portal, eSignature, and this option is marked a request for data entry and signature is sent to the student and/or parent/guardian(s) on the Campus Parent and/or Campus Student application.</p> <p>See the <a href="#">Campus Parent Portal</a> and <a href="#">Campus Student Portal</a> documentation for additional information.</p>
<b>Display PDF on Roster</b>	<p>When the form is attached to a student, a PDF version of the Custom Form displays on the Roster.</p> <p>Three conditions must happen in order for a user to view a Custom Form on Roster:</p> <ol style="list-style-type: none"> <li>1. The user must have <b>Read</b> tool rights for Student Information &gt; General &gt; Forms &gt; (Module) &gt; Custom Forms OR Student Information &gt; (Module) &gt; General &gt; Documents &gt; Custom Forms,</li> <li>2. The user must have <b>Read</b> tool rights for Scheduling &gt; Section &gt; Roster OR Campus Instruction &gt; Roster &gt; Roster, AND</li> <li>3. The Custom Form is attached to a student and locked (either on the Forms tool or the Documents tool).</li> </ol> <p>See the <a href="#">Roster (Section)</a> documentation for additional information. See the <a href="#">Scheduling Tool Rights</a> or the <a href="#">Campus Instruction Tool Rights</a> documentation for additional information.</p>
<b>Sequence</b>	<p>The order in which the form displays in the custom forms list screen and in the dropdown of forms available on the person's Forms tool or Documents tab. Lower numbers appear higher on the list.</p>
<b>Overflow</b>	<p>A checkbox that toggles the overflow functionality. When marked, users have the ability to input text into multi-line text fields beyond the limit of the field's space. Overflow text prints on subsequent pages.</p>

Field	Description
<b>Comments</b>	<p>A text field used to enter text related to the form, such as when the form was last updated or which user uploaded the form. This text (limit 500 characters) can be used for any information regarding the uploaded file, but entered comments are only visible within this tool.</p> <p>The following symbols cannot be saved into the text field:</p> <ul style="list-style-type: none"> <li>• ampersand (&amp;)</li> <li>• pound (#)</li> <li>• percent (%)</li> </ul>
<b>Instructions</b>	<p>A text field used to enter text instructions for the user attaching the form to a person's record. This text (limit 500 characters) appears when creating a new document for a person. It can contain instructions for use, specific rules for case managers, etc</p> <p>The following symbols cannot be saved into the text field:</p> <ul style="list-style-type: none"> <li>• ampersand (&amp;)</li> <li>• pound (#)</li> <li>• percent (%)</li> </ul>
<b>Form Count</b>	<p>The number of instances of this form created for people in Campus.</p> <p>Custom Forms cannot be deleted if there are instances of the form associated to a person's record.</p>
<b>Uploaded By</b>	<p>The name of the user who uploaded the form. This is either the district name or Infinite Campus.</p>

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## Prepopulate Fields

This is an optional step and can be completed at any time, even after a form is Active and attached to a person. The content of existing custom forms associated with a person does not change when an Administrator changes Ad hoc mappings on the form in System Administration.

The Prepopulate Fields step is used to map Ad hoc fields that pull data from Campus into the form. This reduces the amount of data entry when a user fills out a form for a person. Not all fields need to be mapped.

- [Field Sequence](#)
- [Map Date Fields](#)
- [Link Ad Hoc Fields](#)
- [Common Use Cases for Linking Ad Hoc Fields](#)

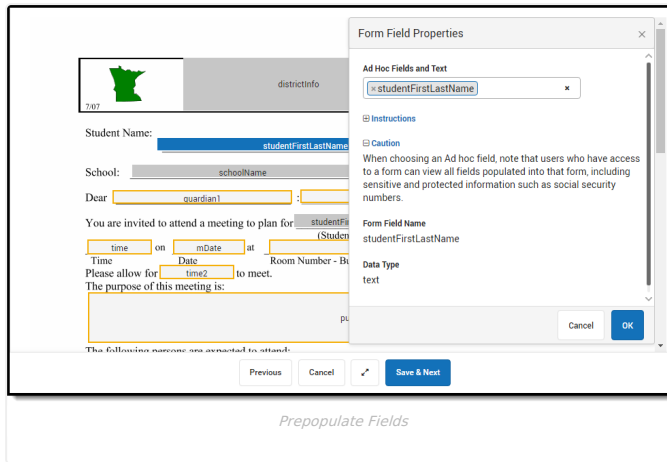
Users who have rights to a form are able to view all data that may be pulled into that form, regardless of whether they have rights to that data or the tool it comes from. For example, if an administrator maps behavior event information to a field in the form, any users of the form are able to see that information. This occurs even if they don't have rights to behavior tools. This includes social security numbers.

Click a field on the form to map it to a field in Campus. The Form Field Properties editor displays. Editable fields display in gray. Dark gray fields indicate that a mapped Ad hoc has already been mapped onto the form. Light gray fields with an orange/yellow border indicate that field does not have a mapped field name (See Image 9 below). Available field types include text fields, date fields, and number fields.

### Keyboard shortcuts:

- Arrow keys: move between Ad hoc fields.
- Tab: move between fields in the interface. Tab does not navigate between form fields on the PDF.
- Enter: from mapping window, same as clicking OK or Cancel.





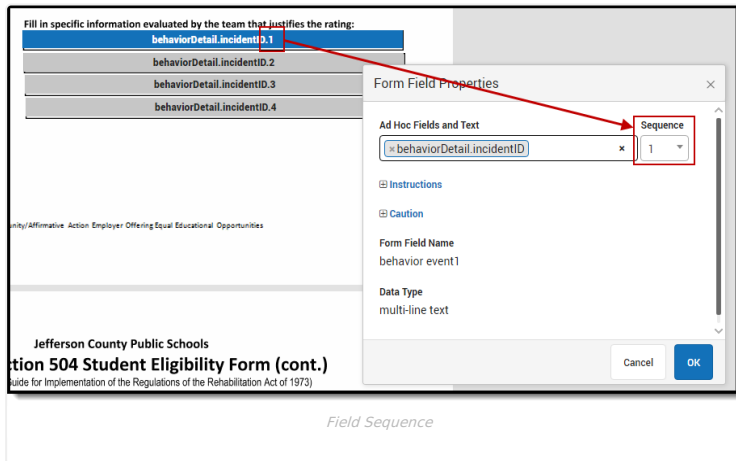
When mapping fields, enter search terms to narrow the list of fields. In addition to Ad hoc fields, the existing [Reserved Name List](#) is still available at the bottom of the dropdown list.

Online Registration (OLR) data is not available in Ad hoc and cannot be pulled directly into a Custom Form. Data must first be posted from online registration to custom fields on a custom tab and then mapped to fields on a Custom Form. See the [Online Registration](#) documentation for additional information.

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## Field Sequence

Ad hoc fields may be selected multiple times to prepopulate data from multiple records. For example, a form may list four behavior incidents. When mapping fields, select the appropriate **Sequence** for repeated fields, in this example 1-4 (see Image 10). If a student is involved in multiple behavior incidents, the sequencing of the Ad hoc fields can be used to order and pull the different behavior incidents when the form is added to the student's record. If sequencing is not used and all behavior incidents are given a 1 (one) sequence number, only one behavior event will be pulled onto the form.



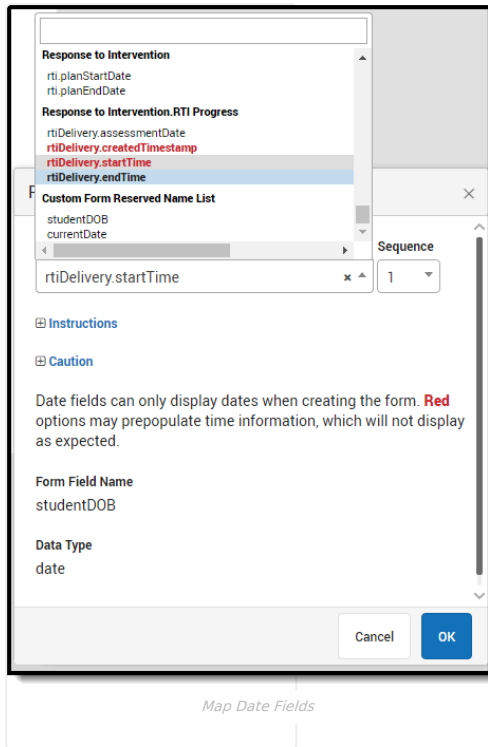
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## Map Date Fields

Form administrators have the ability to map date fields onto forms. Supported formats for date fields include:

- m/d/yy
- m/d/yyyy
- mm/dd/yy
- mm/dd/yyyy

When the form is uploaded, all date fields display in a mm/dd/yyyy format. Time is not supported. Selecting Ad hoc fields with a timestamp may not display as expected. When selecting date fields using the Form Field Properties editor, Ad hoc fields that contain timestamps are displayed in red (see Image 11 below). Only dates should be mapped to date fields.



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## Link Ad Hoc Fields

Ad hoc fields can be linked together, or combined, to pull related information into one field on forms. For example, a team member's name can be set up to pull both the first name and last name into the same field. This would look like `[contacts.firstName] [<SPACE>] [contacts.lastName].1`.

At this time, combining Ad hoc fields can only be done during this step.

1. Type search terms to narrow the list of fields provided.
2. Select desired Ad Hoc field.
3. Type and select desired non-Ad hoc text between Ad Hoc fields (optional). Non-Ad hoc text can be words (the, and, etc.), symbols (comma, semicolon, colon, etc.), and/or spaces. When a user hits the space bar on the keyboard, the letters `<SPACE>` appear. In the completed document, this looks like a regular space.

Users must select non-Ad hoc text by either clicking on the selection in the dropdown or hitting the Enter/Return key on the keyboard before proceeding.

4. Repeat steps 1-3 to include up to 10 (ten) Ad Hoc fields and non-Ad hoc text.

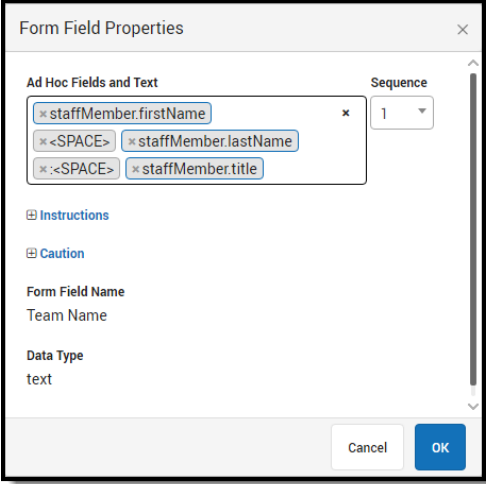
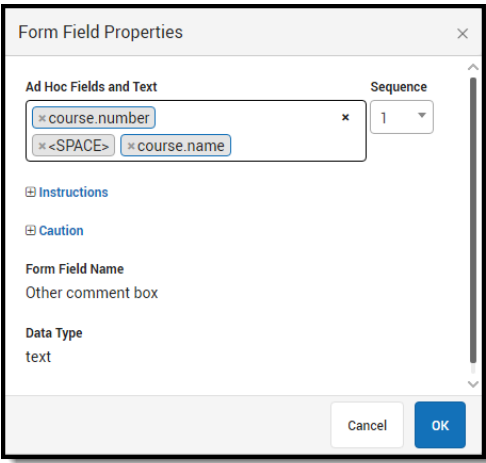
Once a linked phrase is entered on a form, that same phrase can be used again on the same form. In this example, the same linked phrase is used to pull multiple contact persons' names onto the form by using the sequencing options (see Image 12).

It is best practice not to link fields from multiple tables. See the [Ad Hoc documentation](#) for additional information on Ad Hoc.

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### Common Use Cases for Linking Ad Hoc Fields

Description	Example
<p><b>Weapon description and ID</b></p>	

Description	Example
<p><b>Staff Member Name and Title</b></p>	
<p><b>Course Name and Number</b></p>	

After all mappings are complete, click **Save & Next**. This step is optional and can be done at any time, even after the form has been activated.

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## Configure Table

This step only applies to the Interactive with Database Table form type. [Skip to the Define Rules](#) step to continue the process for creating an Interactive form.

The Configure Table step is used to define the table name, column names, and character limits for each field on the form. Once the form is published, the table is created, and the form becomes available for people to fill out. Any data entered into the form for a person can then be reported in Ad hoc.

Once the table is published, the table name, column names, and database limits cannot be edited. The Configure Table step becomes read-only. Existing documents cannot be converted into an Interactive form with a database table.

The first step of the Database Table Designer displays information and instructions about how to use database

table designer. Click the plus icons to expand or hide this information.

The **Table Name** is the name of the table in the database. A suggested name for the table is prepopulated from the Name field on the Upload screen, but can be modified. Table names must be unique. Table names are not case-sensitive (Example: Form\_AAA is the same as Form\_aaa).

The screenshot shows the 'Database Table Designer' interface. At the top, there are five steps: Upload, Prepopulate Fields, Configure Table (active), Define Rules, and Publish. The main area is split into two panes. The left pane shows a 'Form View' for a 'Section 504 Student Eligibility Form' with fields like 'Student I.D No.', 'Student's Name', 'Date of Birth', 'Name of Teacher(s)', and 'Reason for Referral'. The right pane shows the 'Table Name' configuration, with a warning icon and text: 'The table name is not case-sensitive and must be unique. form.Form\_StudentEligibilityFormWithD'. Below this are 'Instructions' and an 'About' link. At the bottom, there are navigation buttons: '< Previous', 'Cancel', and 'Save & Next >'. The caption below the screenshot is 'Database Table Designer'.

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## Pagination

Each page of the PDF that contains fields displays as a tab in the table designer. Enter a name for the field as it displays in a column of an Ad hoc report and database limit for each field.

The screenshot shows a table configuration window titled 'Database Table Designer'. It has a 'Table Name' field with a warning icon and 'Page 1' selected. Below is a table with the following columns: AD HOC NAME, DB TYPE, DB LIMIT, and FIELD TYPE. The table contains 17 rows of field configurations. The caption below the screenshot is 'Database Pagination'.

AD HOC NAME	DB TYPE	DB LIMIT	FIELD TYPE
	varchar	1180	text, multi-line
studentFirstL	varchar	300	text
currentDate	date		date
schoolName	varchar	300	text
grade	varchar	300	text
studentDOB	date		date
contactsFirstI	varchar	300	text
contactsFirstI	varchar	300	text
studentFirstN	varchar	300	text
time	varchar	300	text
MDate	date		date
place	varchar	300	text
time2	varchar	300	text
purpose	varchar	2750	text, multi-line
guardian11	varchar	300	text

Field Name	Description
Field Type	The type of field in the document. Options include: text, checkbox, dropdown, etc.

Field Name	Description
<b>Ad Hoc Name</b>	<p>The Name of the field as it appears as a column name in Ad hoc. Suggested values are prepopulated, but can be modified.</p> <p>All column names must be named correctly before a table can be created. Providing appropriate and informative column names helps users locate the correct data when building reports in Ad hoc. Ad hoc names cannot contain symbols or spaces. Only letters, numbers, and underscores ( _ ) can be used. Names must begin with a letter and have a minimum of two (2) characters.</p>
<b>DB Type</b>	<p>Three database types are supported: text (varchar), number, and date. Most fields are text fields. Using date fields allows users to sort, calculate, and filter reports by date. Fields are configured when creating the PDF in Adobe Acrobat Professional, before uploading the form. Time fields are NOT recommended and do not report correctly via Ad hoc.</p> <p>Only PDFs created using Adobe Acrobat Professional or Adobe DC are supported for Custom Form creation.</p>
<b>DB Limit</b>	<p>The character limit in the database. This is the maximum allowable characters that can be entered and saved into the field. Suggested values are prepopulated based on the size of the field, but can be modified.</p> <p>Some values are set based on limits set for the field in Adobe Acrobat Professional, or on the limited values that can be entered, like checkboxes. These values cannot be modified. Valid values can be between 1-8000 or MAX. MAX is 1 GB of data.</p> <p>If the Overflow checkbox is marked, users will be able to enter up to the set DB Limit number of characters.</p>

After entering Ad hoc names and database limits for each field on the form, click **Save & Next**. A Draft of the table can be saved and this step in the process can be finished later.

Users are not able to advance to the **Publish** screen without naming all fields, establishing database limits, and fixing all errors. The number of errors displays at the top of the Database Table Designer. Clicking the number of errors navigates the user to the next error.

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## Define Rules

This is an optional step and can be completed at any time, even after a form is Active and attached to a person. If a form administrator changes the rules on a document already Active and attached to a person, these changes may cause the form to change status.

Form administrators can add rules to the form with the **Define Rules** step in the [workflow](#). When a user fills out the form for a person, they must adhere to the rules created on this screen.

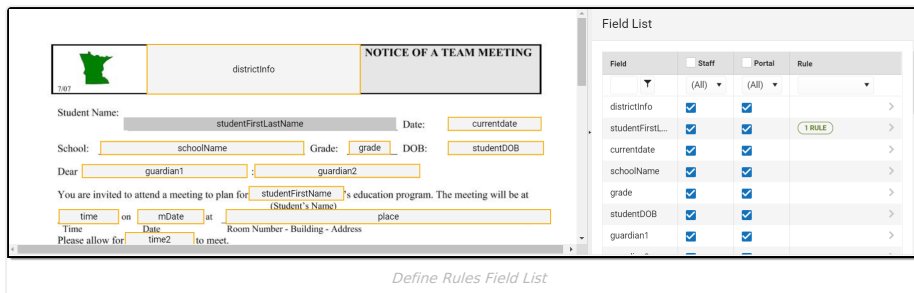
For forms being sent to the Campus Parent and/or Campus Student Portal to be filled out, this screen is also used to define which user can fill out each field. By default, all fields are marked for Staff and Portal. These checkboxes only display for fillable forms on Portal.

**Note:** A single field should not be marked as both Staff Fill and Portal Fill, as this REQUIRES both a staff member and portal user to modify the field. If both options are marked and a staff member does not modify the field before sending the form to the Portal, the custom form will be in a Draft status.

Best practice is to only mark either Staff Fill OR Portal Fill per field, not both.

- [Add a New Rule](#)
- [Delete Rule](#)

The first screen when navigating to the Define Rules step is the **Field List**. The PDF displays on the left side of the screen and the Field List displays on the right. On the PDF, light gray fields with an orange/yellow border indicate that field does not have a rule defined. Dark gray fields indicate that a rule has already been defined for that field. On the Field List, all fields on the form display on the left column and the number of rules associated with that field display on the right column. The Staff and Portal checkboxes indicate which users can enter data into that field. Multiple rules can be created for one field.

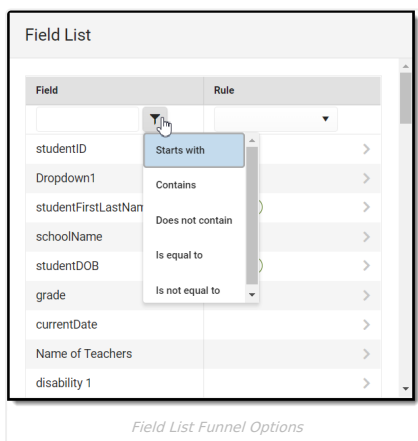


▶ [Click here to expand...](#)

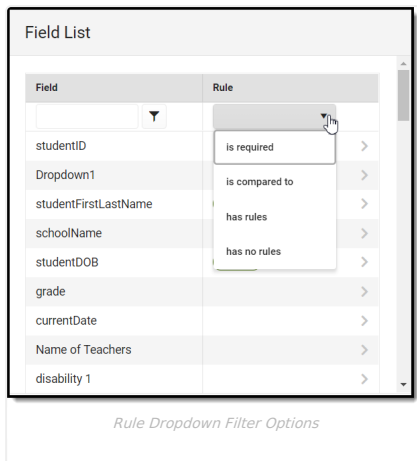
The Field List can be **filtered** and **sorted** to quickly find the desired field. The field are listed in the order in which they display on the PDF. Click the Field header to **sort** the table alphabetically or reverse alphabetically.



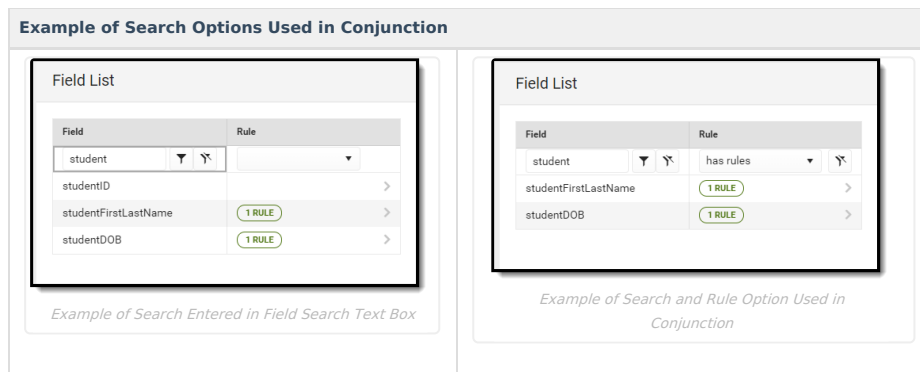
Enter text into the Field Search box to **filter** fields. The Funnel button (see Image 17 below) next to the Field Search text box can be used to change the search variable, such as adding a Starts with, Contains, or Does not contain parameters to the search.



The Rule dropdown contains additional filtering options to display fields with only required rules, comparative rules, or fields that have or do not have rules. The Field and Rule filtering options can be used in conjunction to further narrow results.



In the example below, a search for "student" has been entered into the Field Search text box, so only field that start with the word "student" display. The "has rules" option has also been added to further narrow the results to fields that start with the word "student" and have a ruled already defined.

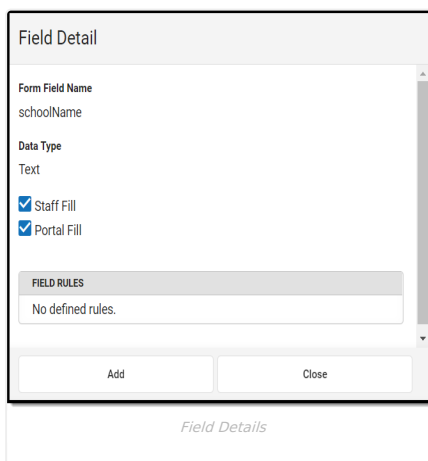


Click the Slashed Funnel button to remove all filtering options and return the Field List to display all fields.

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## Add a New Rule

Select a field on the Field List or on the PDF to **add a new rule**. The Field Detail displays. The Field Detail displays the name of the field, the data type, the user(s) who can enter data into that field, and any rules already created for the field, if applicable.



Click **Add** to create a rule for the field. The **Rule Builder** displays. The Data Type of the field determines what type of rule can be created for the field. Available rules include:

- Required
- [Conditional Required](#)
- [Comparative Date Rules](#)
- [Comparative Number Rules](#)



Required rules can be added to any type of field on the PDF. Any user filling out the form for a person must enter information into a field that has been marked as required.

*Rule Builder - Required*

Select the "is required" option from the **Select Rule Option** dropdown. The **Rule Description** at the bottom of the screen displays the rule in a complete sentence as it is being built. Verify the rule is correct and then click **Update**.

Conditional Required rules are required fields based on the selection of or data entered into another field. Select the "is required when" option from the **Select Rule Option** dropdown. Then **Select Another Field** that the first field is dependent on. The **Rule Description** at the bottom of the screen displays the rule in a complete sentence as it is being built. Verify the rule is correct and then click **Update**.

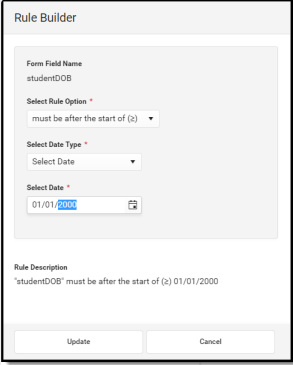
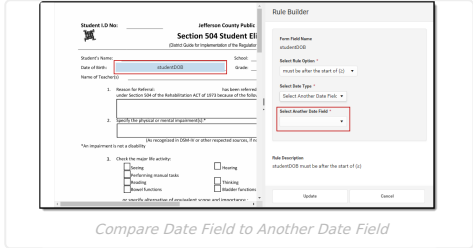
In the example below (Image 23), when the user marks the "Yes" military connection radio button (step 1), the Name field becomes required for them to fill out (step 2).

*Conditional Required Example*

Comparative Date Rules can only be applied to date fields. When a date field is selected, additional options display in the **Select Rule Option** dropdown on the Rule Builder. Date options include:

- must be the same day as (=)
- must be after the start of ( $\geq$ )
- must be after the end of ( $>$ )
- must be before the end of ( $\leq$ )
- must be before the start of ( $<$ )

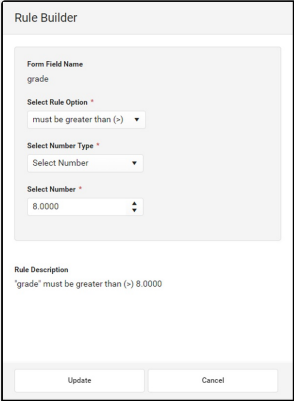
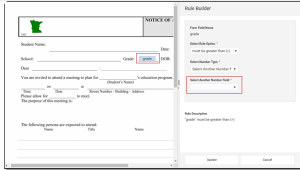
The **Select Date Type** field has two options. A date field can either be compared to a specific date entered or to another date field on the PDF.

Specific Date	Another Date Field
<p>To compare a date field to a specific date:</p> <ol style="list-style-type: none"> <li>1. Choose a date rule option from the <b>Select Rule Option</b> dropdown.</li> <li>2. Choose the "Select Date" option from the <b>Select Date Type</b> dropdown.</li> <li>3. Either enter a date into the <b>Select Date</b> field or click the <b>Calendar button</b> next to the Select Date field and choose a date.</li> <li>4. The <b>Rule Description</b> at the bottom of the screen displays the rule in a complete sentence as it is being built. Verify the rule is correct and then click <b>Update</b>.</li> </ol>  <p><i>Compare Date Field to an Entered Date</i></p>	<p>To compare a date field to another date field on the PDF:</p> <ol style="list-style-type: none"> <li>1. Choose a date rule option from the <b>Select Rule Option</b> dropdown.</li> <li>2. Choose the "Select Another Date Field" option from the <b>Select Date Type</b> dropdown.</li> <li>3. Either choose another date field from the <b>Select Another Date Field</b> dropdown or choose another date field from the PDF. When selecting another date field, only date fields display on the PDF (see Image 25 below).</li> <li>4. The <b>Rule Description</b> at the bottom of the screen displays the rule in a complete sentence as it is being built. Verify the rule is correct and then click <b>Update</b>.</li> </ol>  <p><i>Compare Date Field to Another Date Field</i></p>

Comparative Number Rules can only be applied to Number fields. When a number field is selected, additional options display in the **Select Rule Option** dropdown on the Rule Builder. Number options include:

- must be equal to (=)
- must be greater than or equal to ( $\geq$ )
- must be greater than (>)
- must be less than or equal to ( $\leq$ )
- must be less than (<)

The **Select Number Type** field has two options. A number field can either be compared to a number entered or to another number field on the PDF.

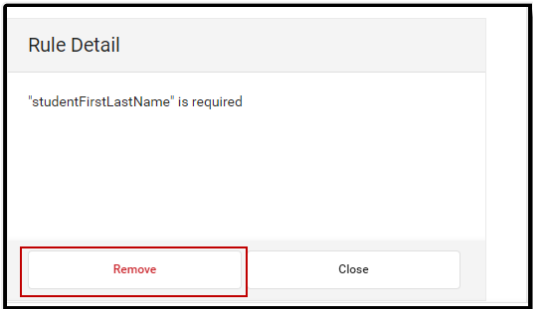
Specific Number	Another Number Field
<p>To compare a number field to a specific number:</p> <ol style="list-style-type: none"> <li>1. Choose a number rule option from the <b>Select Rule Option</b> dropdown.</li> <li>2. Choose the "Select Number" option from the <b>Select Number Type</b> dropdown.</li> <li>3. Either enter a number into the <b>Select Date</b> field or use the arrow buttons next to the Select Number field and choose a number.</li> <li>4. The <b>Rule Description</b> at the bottom of the screen displays the rule in a complete sentence as it is being built. Verify the rule is correct and then click <b>Update</b>.</li> </ol>  <p><i>Compare Number Field to an Entered Number</i></p>	<p>To compare a number field to another number field on the PDF:</p> <ol style="list-style-type: none"> <li>1. Choose a number rule option from the <b>Select Rule Option</b> dropdown.</li> <li>2. Choose the "Select Another Number Field" option from the <b>Select Number Type</b> dropdown.</li> <li>3. Either choose another number field from the <b>Select Another Number Field</b> dropdown or choose another number field from the PDF. When selecting another number field, only number fields display on the PDF (see Image 27 below).</li> <li>4. The <b>Rule Description</b> at the bottom of the screen displays the rule in a complete sentence as it is being built. Verify the rule is correct and then click <b>Update</b>.</li> </ol>  <p><i>Compare Number Field to Another Number Field</i></p>

Once a rule has been created for a field, the rule can be viewed by navigating to the Field Detail.

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## Delete Rule

To remove a rule from a field, click on the rule from the Field Detail screen. The **Rule Detail** displays. Click **Remove** to delete the rule.



*Rule Detail*

Click **Save & Next** to navigate to the **Publish** step once all rule setup is complete.

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## Publish

Publishing an interactive form makes the form available for use to fill out for a person. See the [Forms](#) tool for additional information.

Publishing an interactive form with a database table creates a database table. The table name, column names,

and database limits cannot be edited and the Configure Table step becomes read-only. When this form is active and associated with a person, the data entered into the form is available in Ad hoc for reporting. See the [Custom Forms in Ad hoc](#) section for additional information.

Before publishing, users can preview Custom Forms to test Ad hoc mapping, database limits, and rules. See the [Preview Draft Forms](#) sections for additional information.

Publishing this form makes it available for users to create for a person.

**Start Date \***

**End Date**

**Status**  
 The Status is calculated based on the Start and End Date. Form administrators can preview draft forms attached to a person's Forms tool or Documents tool for testing purposes.  
 ACTIVE

*Publish*

Field	Description
<b>Start Date</b>	The form is active as of this date. The start date can be on a past, current, or future date.
<b>End Date</b>	The form is inactive after this date. The end date can be on a past, current, or future date. This field can be left blank.
<b>Publish to Districts</b> <i>State Edition only</i>	Marking this checkbox publishes the custom form to all districts. These custom forms cannot be unpublished or deleted, but they can be end-dated.  <b>Note:</b> Users must first save a custom form with a database table before this option displays. The database table needs to exist before the custom form can be published to districts.
<b>Status</b>	The state of the form. This is calculated based on the Start and End date.  Deactivating a form removes the form from the user's custom form selection list. Existing forms can still be edited and/or copied even if the form is deactivated.

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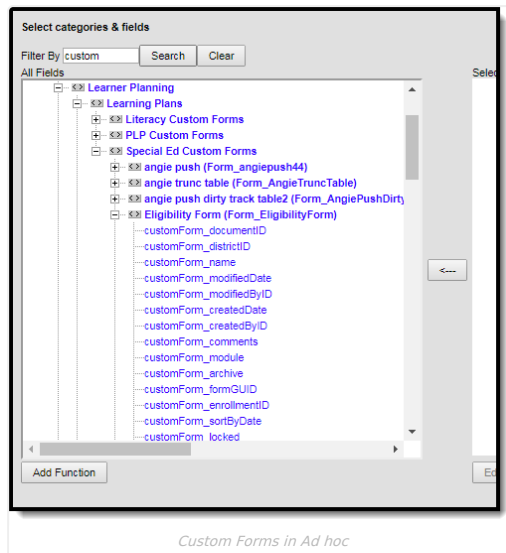
## Custom Forms in Ad hoc

**Classic View:** Ad Hoc Reporting > Filter Designer > Query Workflow/Student > Search: Custom

**Search Terms:** Filter Designer

This information only applies to the Interactive with Database Table form type.

Once a table has been published, those fields become available in Ad hoc. See the [Ad hoc documentation](#) for more information.



The first section of fields include form identifications fields:

- customForm\_documentID
- customForm\_districtID
- customForm\_name
- customForm\_modifiedDate
- customForm\_modifiedByID
- customForm\_createdDate
- customForm\_createdByID
- customForm\_comments
- customForm\_module
- customForm\_archive
- customForm\_formGUID
- customForm\_enrollmentID
- customForm\_sortByDate
- customForm\_locked
- customForm\_personName
- customForm\_formDocName

All fillable fields on the form are listed after the identification fields. All items in the list are available for creating reports.

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## Preview Draft Forms

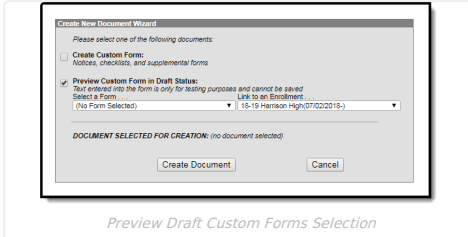
Users have the ability to preview Interactive and Interactive with Database Table custom forms in draft status on a person's Forms tool or Documents tab. This preview allows form administrators to troubleshoot and test custom forms before the form is published. See the [Tool Rights \(Custom Forms\)](#) document for additional information.

Any information entered on the form is only for testing purposes and is not saved to the person's record.

## Preview Draft Forms Process

### Documents Tool

1. Navigate to Student Information > Module > General > Documents > Create New Document/Plan. The **Create New Document Wizard** displays.

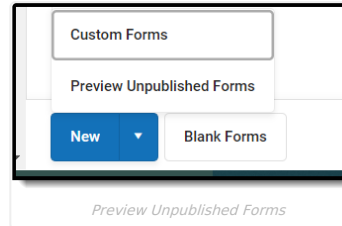


Preview Draft Custom Forms Selection

2. Select the **Preview Custom Form in Draft Status** checkbox.
3. Choose the form from the **Select a Form...** dropdown.
4. Click the **Create Document** button.
5. If data selection is applicable on the form, select the prepopulated data for the person. See the [Documents](#) tool documentation for additional information on selecting prepopulated data for custom forms.
6. Click the **Preview Form** button. The draft custom form displays.
7. **Hover over** or **click** a fillable field on the custom form. A field properties window displays.

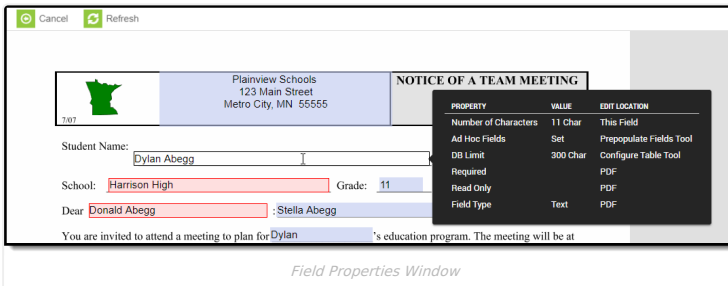
### Forms Tool

1. Navigate to Student Information > General > Forms. The **Forms List Screen** displays.
2. Click the **New** button dropdown and select the **Preview Unpublished Forms** option.



Preview Unpublished Forms

3. Choose the form from the **Select Form to Preview** screen.
4. If data selection is applicable on the form, select the prepopulated data for the person. See the [Documents](#) tool documentation for additional information on selecting prepopulated data for custom forms.
5. Click the **Preview Form** button. The draft custom form displays.
6. **Hover over** or **click** a fillable field on the custom form. A field properties window displays.



Field Properties Window

**Recommended:** Open the Custom Forms module and the Preview screen in two separate browser windows or tabs. Saving changes made to the form using the Custom Forms module can be seen on the Preview screen when the user clicks the **Refresh** button.

The **Property** lists the properties associated with the particular field. The **Value** provides information pertaining to the property. The **Edit Location** indicates where this field property can be edited.

Field Property	Description
<b>Number of Characters</b>	The entered value.
<b>Ad Hoc Fields</b>	Indicates an Ad hoc field has been mapped to pull information from the person's record.
<b>DB Limit</b>	Indicates the maximum allowable characters that could be entered into the field.
<b>Required</b>	Indicates this field must be filled out.  This indicator is for Required fields set up in Adobe Acrobat Professional. If users click <b>Save &amp; Next</b> on the Define Rules screen, this indicator is removed. See the <a href="#">Define Rules</a> section for additional information.
<b>Rules</b>	Indicates if a rule is created for this field, including required fields.
<b>Read Only</b>	Indicates this field cannot be edited.
<b>Overflow</b>	Indicates this field has the overflow functionality.
<b>Field Type</b>	Indicates if the field is a text, date, or number field.

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## Reserved Name List

Campus does not recommend using the Reserved Name List to map prepopulated fields.

Student Information Fields	Notes
stateID	
studentID	
studentName	Displays Last Name, First Name Middle Name
studentFirstLastName	Displays First Name, Middle Name Last Name
studentFirstName	
studentLastName	
studentMiddleName	
studentDOB	This field will map to a date field.
grade	
studentGender	
studentAge	
studentHomePhone	
studentAddress1	
studentAddress2	
Guardian Fields	
guardian1Name	Displays Last Name, First Name, Middle Name
guardian1FirstLastName	Displays First Name Middle Name Last Name
guardian1LastName	
guardian1FirstName	
guardian1MiddleName	
guardian1WorkPhone	
guardian1Relationship	
guardian1HomePhone	
guardian1Address1	
guardian1Address2	
guardian2Name	Displays Last Name, First Name, Middle Name
guardian2FirstLastName	Displays First Name Middle Name Last Name
guardian2LastName	
guardian2FirstName	
guardian2MiddleName	
guardian2WorkPhone	
guardian2Relationship	
guardian2HomePhone	
guardian2Address1	
guardian2Address2	
School/District Information	
districtInfo	
districtName	
districtAddress1	
districtAddress2	
districtPhone	
schoolName	

Student Information Fields	Notes
schoolAddress1	
schoolAddress2	
schoolPhone	
currentDate	This field will map to a date field.
user	Displays the user's full name
username	
tmName1-tmName12	tm = Team Member
tmTitle1-tmTitle12	tm = Team Member
caseManager	
caseManagerTitle	
caseManagerPhone	

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