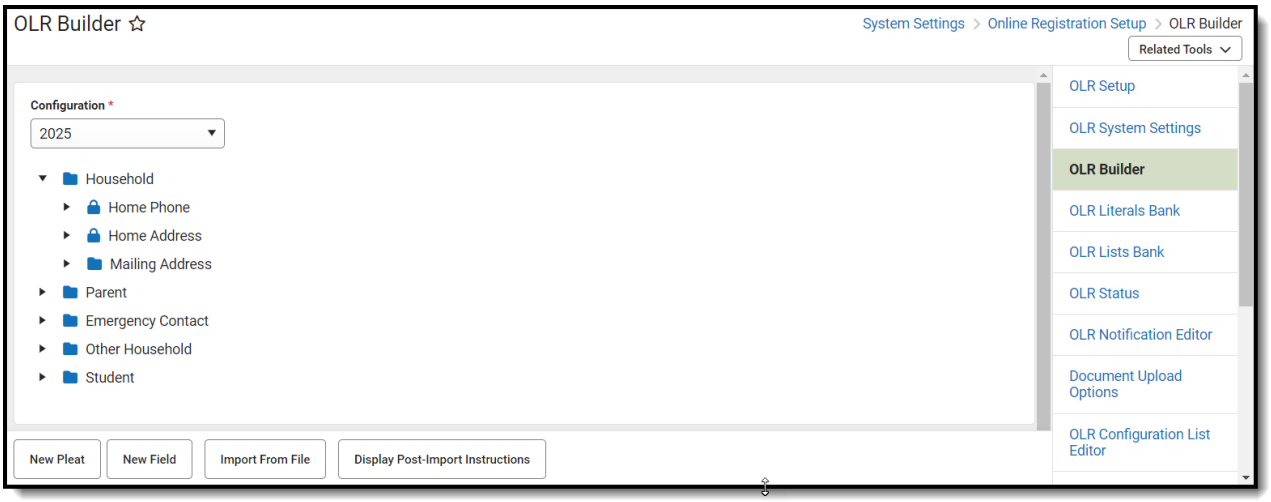
OLR Builder

Last Modified on 11/02/2026 10:47 am CST

This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime). If you're not using OLR Prime, you have limited functionality in the OLR Builder.

Tool Search: OLR Builder

Use the OLR Builder to add or modify fields that display on Pleats.



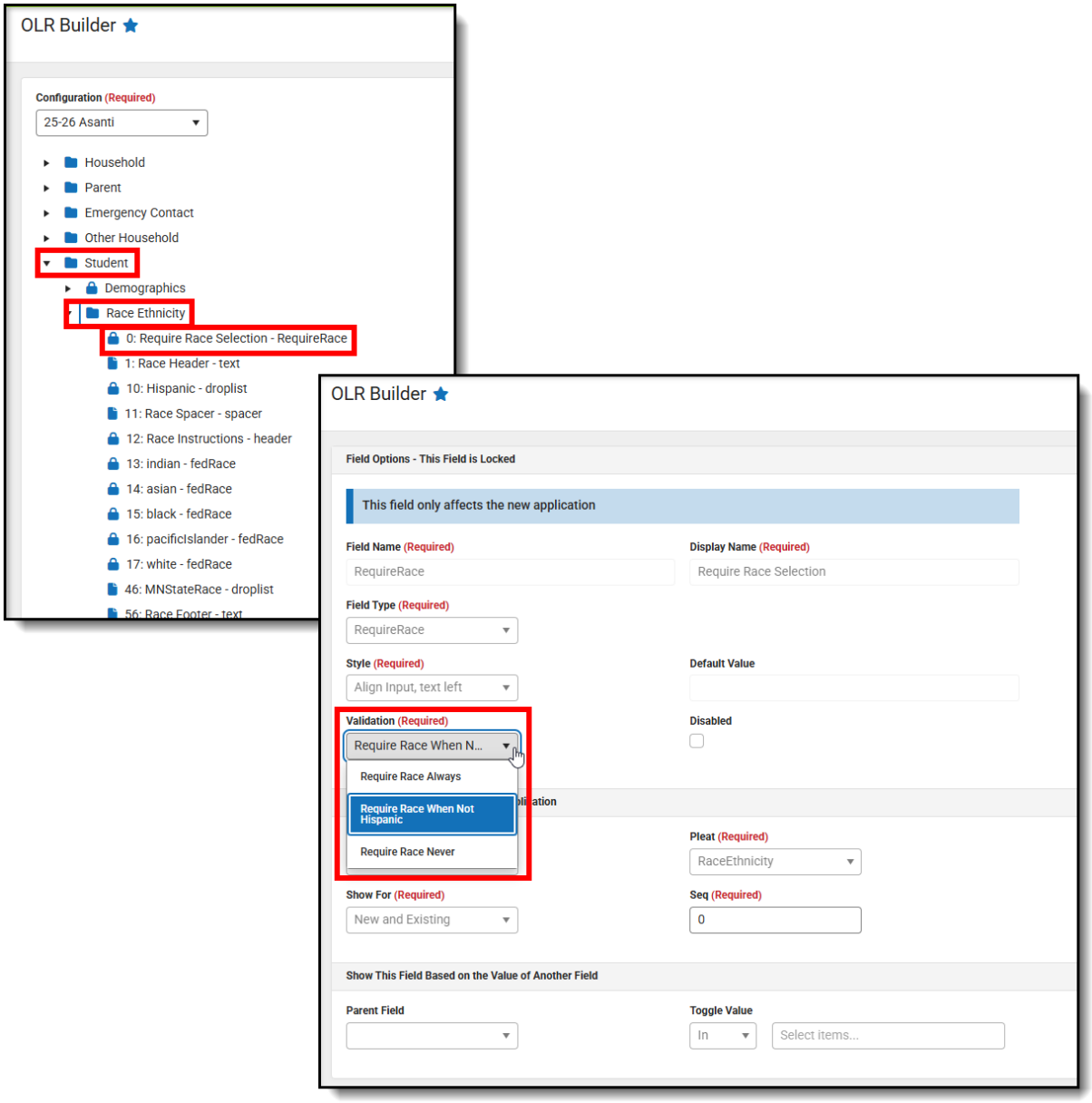
See the OLR Builder Tool Rights article for information on available tool rights.

Important Information About OLR Builder

- Not all Campus fields are available. Certain fields may be locked so that you cannot edit them or may not even appear in the OLR Builder.
- Modifying these fields is only supported through Campus tools to prevent various configuration issues.
- Fields can be deleted, but deleting fields removes all OLR data associated with that field. If data should be kept, disable the field instead.
- Folders do not collapse when new pleats or fields are added.
- Creating pleats that have a large number of fields or having too long of Receipt literal text can prevent the Receipt from printing the full amount of text. Ensure your Receipt prints

correctly by checking it as you build your application.

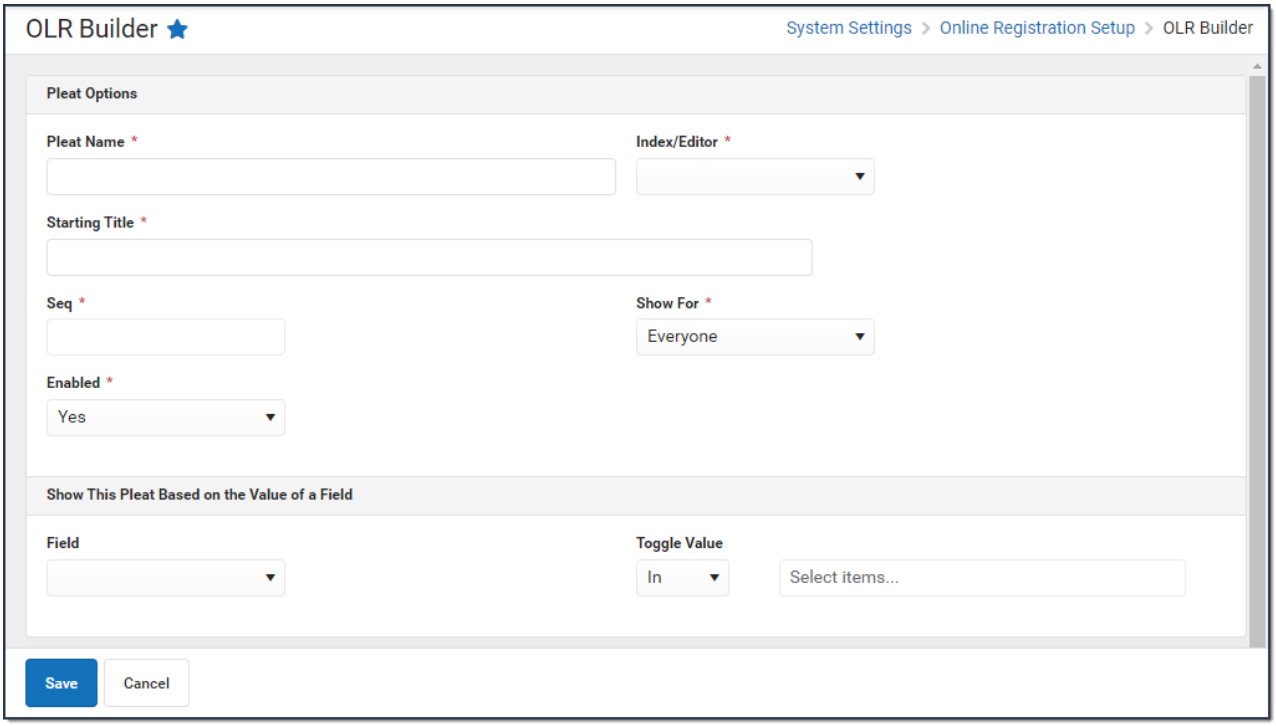
- The Always Require Race Selection System Setting is located in the following location (see screenshots below). It allows you to determine whether you Always Require Race Selection, Require Race Selection if not Hispanic/Latino, or Never Require Race Selection.



Add a New Pleat

> Adding additional pleats is only available in OLR Prime.

To add a new pleat, click the **New Pleat** button at the bottom of the **OLR Builder**. The Pleat setup options display. Use the following Pleat Field Descriptions to complete the screen.

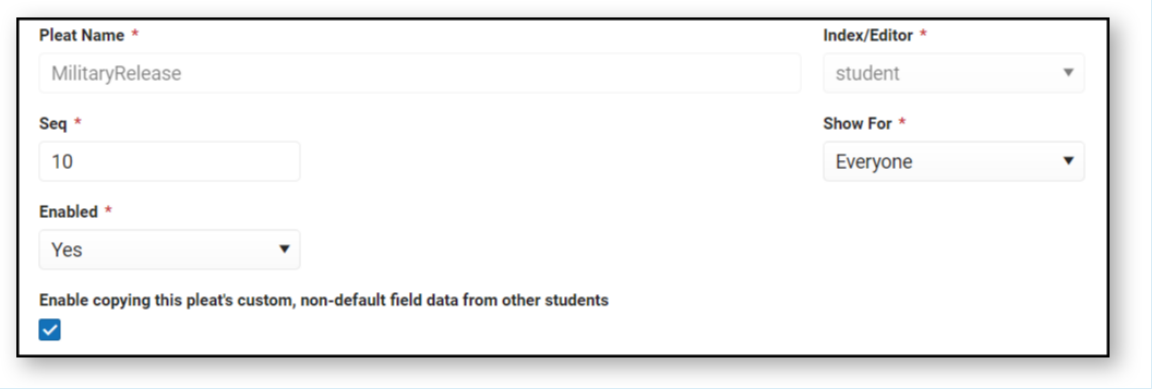


Pleat Field Descriptions

Field	Description
Pleat Name *Required*	The name for the pleat being added/modified.
Index/Editor *Required*	Controls which section of the OLR application in which the new pleat is included.
Starting Title *Required*	The pleat's title in English language applications when first saved. If changes are needed after the pleat is saved, they are made in the OLR Literals Bank. If the pleat's title needs changing, be sure to change both the pleat and the receipt in the OLR Literals Bank.
Seq *Required*	Defines the order among other pleats.
Show For *Required*	Indicates who can see the field. Options include: • Everyone (New and Existing students) • New (Students enrolling in the district for the first time) • Existing (Students with a previous enrollment in the district)
Enabled *Required*	Controls if the pleat is visible on the application.
Show This Pleat Based on the Value of a Field	

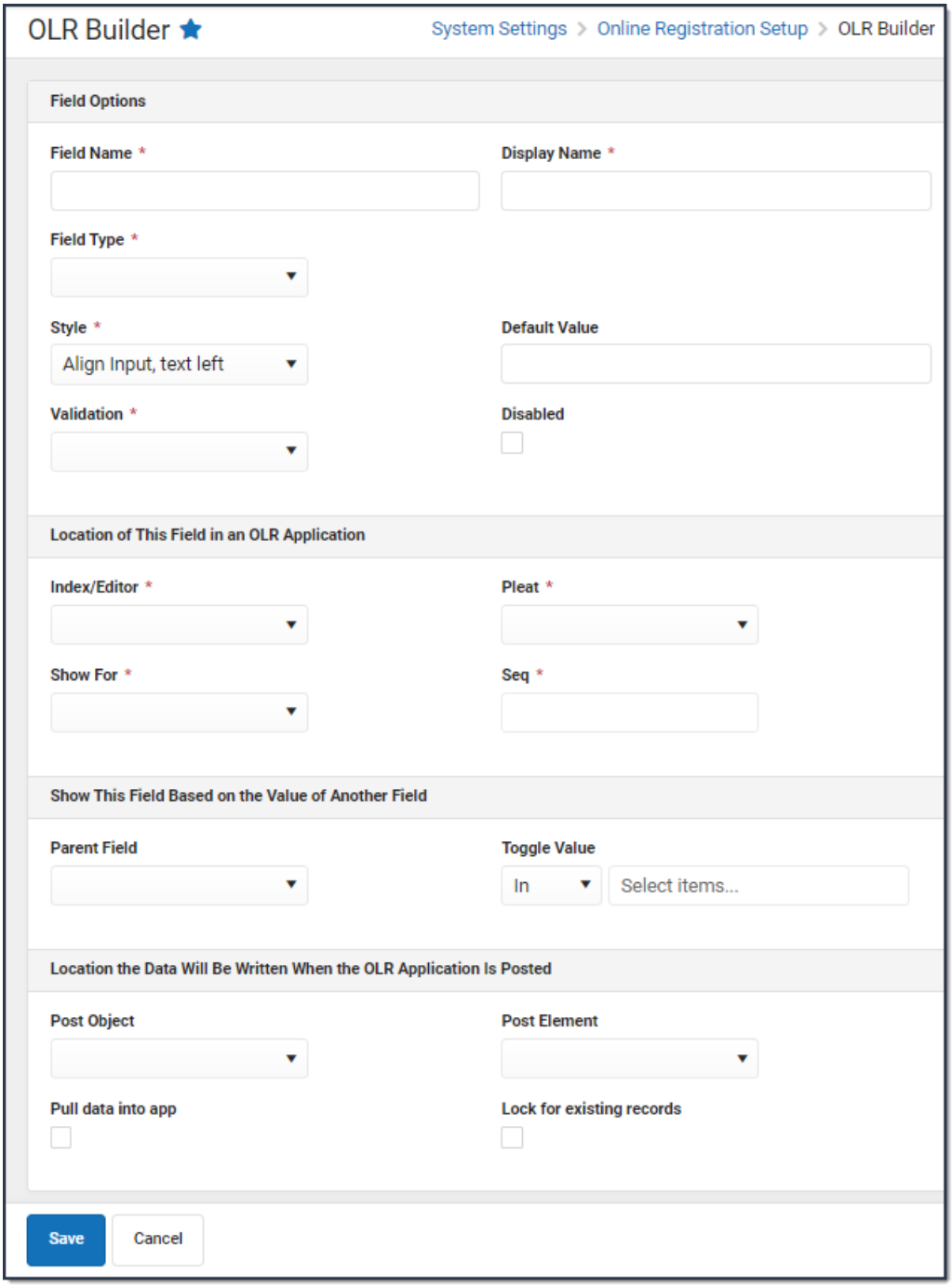
Field	Description
Field	Allows the ability to make a pleat conditional based on a previous question/answer on the OLR application. • If a new pleat is created and the Grade level was selected as the Field, the pleat will display if the response was noted in the code list. If the code for Grade was 10,11,12, the Toggle Value was "IN," that pleat will appear for applications where 10, 11 or 12 was selected for the Grade. • If the field is a checkbox and the code was set to true, that field pleat/question displays when the checkbox is marked. • If the field is a radio yes/no field and the code was y (for yes), then the pleat or question will show. Not having a parent field selected will make this pleat show based on the settings in the **Show For** field.
Toggle Value	The field operation for the Field to determine if the pleat will display.
Select Items...	Items entered in this field are the values in the conditional Field that trigger display of the new pleat.

If a new pleat is added to the Student index, an additional option to "Enable copying this pleat's custom, non-default field data from other students" will display when a saved pleat is edited. This option allows parents to enter values for one student and then copy the data they entered if it is the same.



Add a New Field

Fields are created with default values for the wording. You must edit the wording in the OLR Literals Bank after creating a field.



Field	Description
Field Name *Required*	The internal name of the field. No special characters (#, $, etc.), and no spaces can be entered, and it must be an original, unique field. There cannot be other OLR fields with the same name.

Field	Description
Display Name *Required*	The name that displays in the tree to the left of the editor. It is used for reference only. The parent sees this in the application. Keep in mind, this field is only 35 characters long. Display Names are created and managed in the OLR Literals Bank.

Field Type
Required
	The type of field. Options include the following:
	• Text Box
	  ◦ **Note:** Text Boxes automatically capitalize each word entered, except for words following a comma. They are best used for short entries such as names, titles, and organizations and are not intended for long-form responses.
	• Text Area
	  ◦ **Note:** Text Areas should be used for longer responses, such as sentences or paragraphs, where parents need to provide detailed information.
	• Check Box
	• Yes No radio buttons
	• Horizontal Radio buttons
	• Date Box
	• Dropdown List
	• Dropdown to Radio Set
	• Text
	• Header
	• Phone Number
	• Phone Number with Extension
	• Link
	• Spacer
	• Social Security Number
	• Multi-select
	• Signature Box
	  ◦ Signatures can be set to not be required, Required Signature, or Any Response Required.
	  ◦ If Require Signature is selected, parents must sign in order to submit the application. Declining to sign will not allow them to move forward or submit their application.
	
	The chosen option changes the other fields that may be available for entry.

Style *Required*	Indicates how the fields display in the pleat. • Align input, text left • Align input, text right • Free field, text left

Field	Description
Default Value	Indicates the value that is auto-inserted into a field if no other value is provided. **NOTE:** When entering default code values, enter the Code; not the description.
Validation *Required*	Indicates the field is required (displays in red with an asterisk, information cannot be saved until entry is made), email/required email requires the format to be in an email address (includes "@"), number/required number requires the format to be numeric.
Disabled	When marked, indicates the field does not display and users cannot modify content related to that field. Marking a field as disabled keeps all data associated with that field (unlike deleting a field).
Show in Application Processing Review	When checked, the Pleat Name, Question Name, and the answer the parent gave to the question in the application will appear in Application Processing Review.
Index/Editor *Required*	Selection indicates where the field displays. This allows the district to place the new question in the index/editor of their choosing, such as Primary Household, Parent/Guardian, etc.
Pleat *Required*	Allows the district to place the new question in the pleat of their choosing, such as a core pleat or a custom pleat that the district creates.
Show For *Required*	Indicates who can see the field - Everyone (new and existing students), New (students who are enrolling for the first time in the district), or Existing (students who have a previous enrollment in the district).
Seq *Required*	The entered number indicates the order in which the item being added displays (field, text, radio button, etc.).

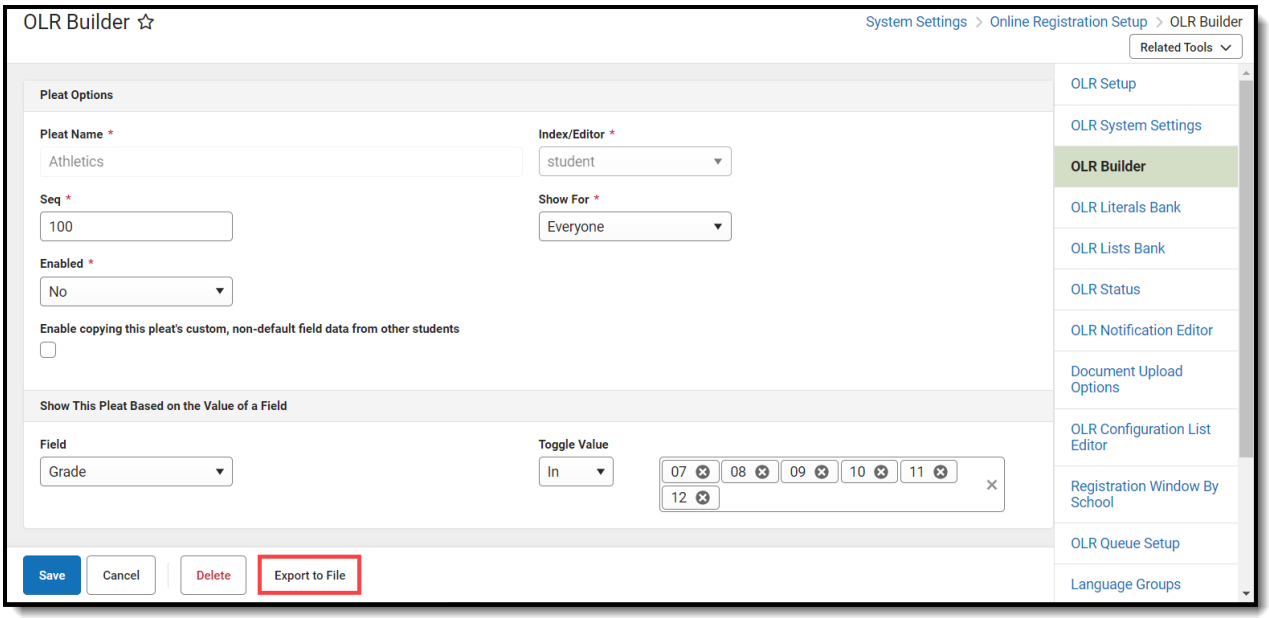
Field	Description
Parent Field	Allows the ability to make the question on a pleat conditional based on a previous question/answer on the OLR application. • If a question/pleat is created and the Grade level was selected as the Parent, that question/pleat will only display if the response was noted in the code list. If the code for Grade was 10,11,12 and the parent selected grade 10 or 11 or 12, that question/pleat would appear. • If the parent field is a checkbox and the code was set to true, that field pleat/question displays when the checkbox is marked. • If the parent field is a radio yes/no field and the code was y (for yes), then the pleat or question will show. Not having a parent field selected will make this pleat/question show based upon if it was for new, existing, or both.
Toggle Value	The field operation.
Select items...	This field is used in conjunction with the Parent Field. When a field is set in the Parent Field, the selected items need to be chosen by the user in order for the question/pleat to display. See the examples noted in the Parent Field description for more information.
Post Object	Selection indicates where data is written when an application is posted. Enrollment fields or fields that depend on enrollments are not included. For example, a parent submits an application and a staff approves it. Upon that approval, the selected field's data is added to the selected object (custom tab/custom attribute of the districts choosing) and is viewable within Campus in that area. Core options are as follows: • Person (Custom Fields) • Identity (Custom and Core Fields): Not all options in the list may apply to your state. • Contact • Military Connections • Impact Aid • Race Subcategory (MN Only) • Hispanic Subcategory (MN Only) • Custom Tab Table editors • Custom Tab List editors
Post Element	Selection indicates where data is written when an application is posted. Enrollment fields or fields that depend on enrollments are not included. For example, a parent submits an application and a staff approves it. Upon that approval, the selected field's data is added to the selected object custom tab/custom attribute of the districts choosing and is viewable within Campus in that area.

Field	Description
Prevent Batch Posting Value	If an OLR application has a value for a field that matches the value in the Prevent Batch Posting Value field, then that OLR application will not qualify for batch posting or auto-posting on submission. Prevent Batch Posting Value is only be available for custom YN Radio Button field types and only for fields in the Household section.
Pull Data Into Application	When marked, information is pushed from OLR to Campus AND information is pulled from Campus to OLR.
Lock for Existing Records	When marked, existing parents cannot make modifications to the field. The field pulls from Campus and displays as uneditable.

Exporting and Importing a Pleat

The Pleat Export/Import tooling allows users to export pleats out of their OLR Configuration and import them into another. This is a fantastic way for states to create pleats that they wish every district to use and simply give them the file to import. Or for districts to share their amazing pleats that they have created.

Exporting a Pleat



1. Click on the pleat you wish to export.
2. Click **Export to File** at the bottom of the screen.

Importing a Pleat



1. Click **Import From File.**
2. Click **Select files** and select your file, or drag and drop your file here.
3. Click **Import.**
4. Go through the Import Instructions and review all items listed to ensure everything is correct. This will help find issues with fields that are mapped back, document uploads, OLR Lists, and Parent Field Toggles.

Please note the following:

- You cannot import a pleat into an OLR Configuration if another pleat with the same name already exists in that configuration.
- When you import a pleat, it will import into the same Index it was exported from. For example, if you export a pleat from the Parent Index, you cannot import it into the Student Index.
- The export/import process will attempt to bring over all literals for all languages associated with the pleat. While English literals will always be transferred, it will try to match the other languages based on Language Group name and code. However, if a language does not exist on the district's site at the time of importing, the additional translated literals will not be imported.
- If a language does not exist, a note will appear in the Import Instructions informing you that the translated literals were not brought over.