

# OLR Builder

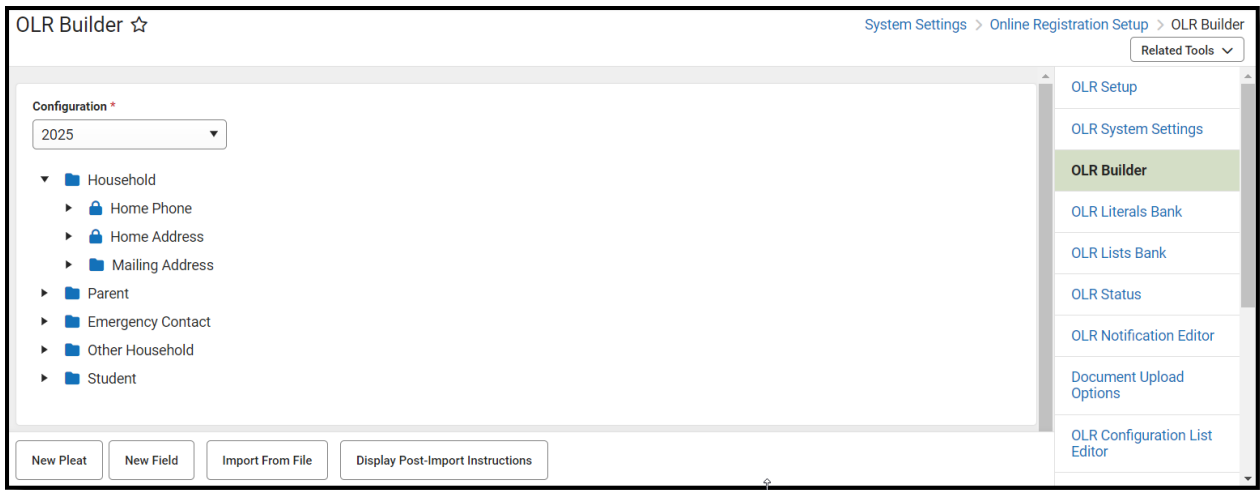
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This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime). If you're not using OLR Prime, you have limited functionality in the OLR Builder.

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



## 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.

## 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.

The screenshot shows the 'OLR Builder' interface. At the top right, there are navigation links: 'System Settings > Online Registration Setup > OLR Builder'. The main form is titled 'Pleat Options' and contains the following fields:

- Pleat Name \***: A text input field.
- Index/Editor \***: A dropdown menu.
- Starting Title \***: A text input field.
- Seq \***: A text input field.
- Show For \***: A dropdown menu with 'Everyone' selected.
- Enabled \***: A dropdown menu with 'Yes' selected.
- Show This Pleat Based on the Value of a Field**: A section with three sub-fields:
  - Field**: A dropdown menu.
  - Toggle Value**: A dropdown menu with 'In' selected.
  - Select items...**: A text input field.

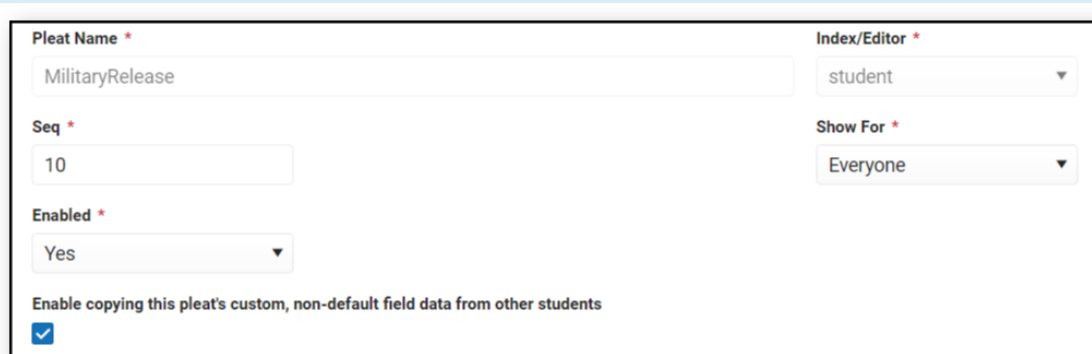
At the bottom of the form are two buttons: 'Save' (in blue) and 'Cancel'.

## Pleat Field Descriptions

Field	Description
<b>Pleat Name</b> <i>Required</i>	The name for the pleat being added/modified.
<b>Index/Editor</b> <i>Required</i>	Controls which section of the OLR application in which the new pleat is included.
<b>Starting Title</b> <i>Required</i>	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 <a href="#">OLR Literals Bank</a> .  If the pleat's title needs changing, be sure to change both the pleat and the receipt in the OLR Literals Bank.
<b>Seq</b> <i>Required</i>	Defines the order among other pleats.

Field	Description
<b>Show For</b> <i>Required</i>	Indicates who can see the field. Options include: <ul style="list-style-type: none"> <li>• Everyone (New and Existing students)</li> <li>• New (Students enrolling in the district for the first time)</li> <li>• Existing (Students with a previous enrollment in the district)</li> </ul>
<b>Enabled</b> <i>Required</i>	Controls if the pleat is visible on the application.
<b>Show This Pleat Based on the Value of a Field</b>	
<b>Field</b>	Allows the ability to make a pleat conditional based on a previous question/answer on the OLR application. <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the field is a checkbox and the code was set to true, that field pleat/question displays when the checkbox is marked.</li> <li>• If the field is a radio yes/no field and the code was y (for yes), then the pleat or question will show.</li> </ul> <p>Not having a parent field selected will make this pleat show based on the settings in the <b>Show For</b> field.</p>
<b>Toggle Value</b>	The field operation for the Field to determine if the pleat will display.
<b>Select Items...</b>	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.



The screenshot shows a form for configuring a pleat. It includes the following fields and options:

- Pleat Name \***: Text input field containing "MilitaryRelease".
- Index/Editor \***: Dropdown menu with "student" selected.
- Seq \***: Text input field containing "10".
- Enabled \***: Dropdown menu with "Yes" selected.
- Show For \***: Dropdown menu with "Everyone" selected.
- Enable copying this pleat's custom, non-default field data from other students**: A checkbox that is checked.

# Add a New Field

Fields are created with default values for the wording. You must edit the wording in the multi-language editor after creating a field.

**OLR Builder** ★
System Settings > Online Registration Setup > OLR Builder

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**Field Options**

<b>Field Name *</b>	<b>Display Name *</b>
<input type="text"/>	<input type="text"/>
<b>Field Type *</b>	
<input type="text"/>	
<b>Style *</b>	<b>Default Value</b>
<input type="text" value="Align Input, text left"/>	<input type="text"/>
<b>Validation *</b>	<b>Disabled</b>
<input type="text"/>	<input type="checkbox"/>

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**Location of This Field in an OLR Application**

<b>Index/Editor *</b>	<b>Pleat *</b>
<input type="text"/>	<input type="text"/>
<b>Show For *</b>	<b>Seq *</b>
<input type="text"/>	<input type="text"/>

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**Show This Field Based on the Value of Another Field**

<b>Parent Field</b>	<b>Toggle Value</b>
<input type="text"/>	<input type="text" value="In"/> <input type="text" value="Select items..."/>

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**Location the Data Will Be Written When the OLR Application Is Posted**

<b>Post Object</b>	<b>Post Element</b>
<input type="text"/>	<input type="text"/>
<b>Pull data into app</b>	<b>Lock for existing records</b>
<input type="checkbox"/>	<input type="checkbox"/>

Field	Description
<b>Field Name</b> <i>Required</i>	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.
<b>Display Name</b> <i>Required</i>	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 <a href="#">Multi-Language Editor</a> .
<b>Field Type</b> <i>Required</i>	The type of field. Options include the following: <ul style="list-style-type: none"> <li>• Text Box               <ul style="list-style-type: none"> <li>◦ <b>Note:</b> All words in the Text Box will have the first letter of each word capitalized, regardless of how they are entered.</li> </ul> </li> <li>• Text Area</li> <li>• Check Box</li> <li>• Yes No radio buttons</li> <li>• Horizontal Radio buttons</li> <li>• Date Box</li> <li>• Dropdown List</li> <li>• Dropdown to Radio Set</li> <li>• Text</li> <li>• Header</li> <li>• Phone Number</li> <li>• Phone Number with Extension</li> <li>• Link</li> <li>• Spacer</li> <li>• Social Security Number</li> <li>• Multi-select</li> <li>• Signature Box               <ul style="list-style-type: none"> <li>◦ Signatures can be set to not be required, Required Signature, or Any Response Required.</li> </ul> </li> </ul> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p>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.</p> </div>
<b>Style</b> <i>Required</i>	The chosen option changes the other fields that may be available for entry. Indicates how the fields display in the pleat. <ul style="list-style-type: none"> <li>• Align input, text left</li> <li>• Align input, text right</li> <li>• Free field, text left</li> </ul>
<b>Default Value</b>	The default value for the field, if applicable.

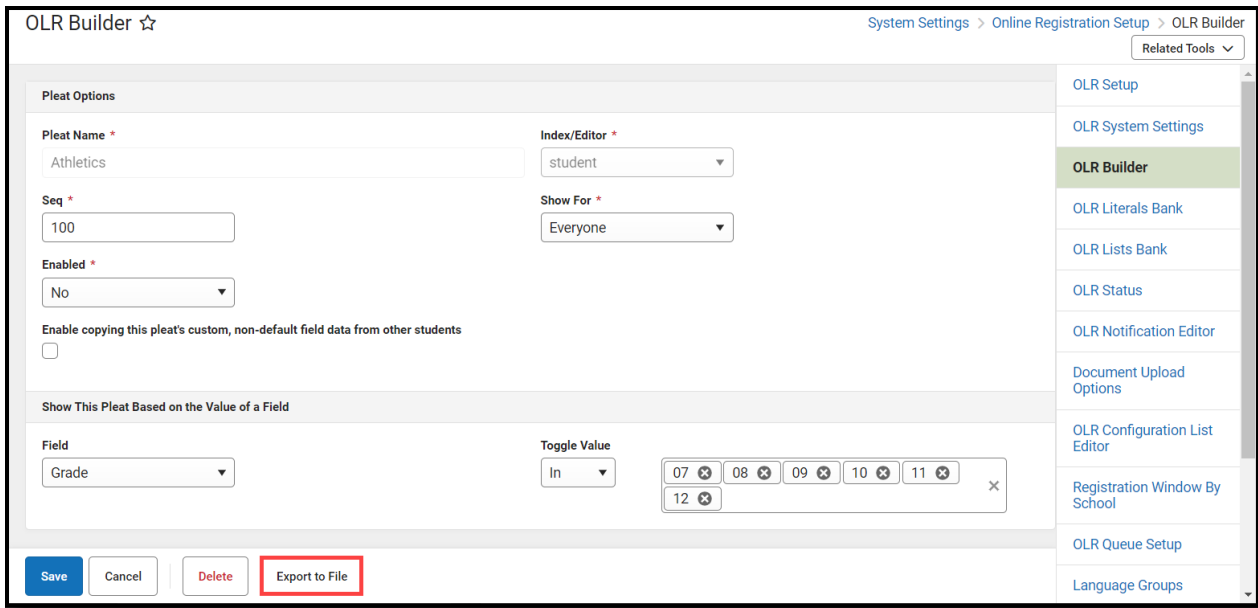
Field	Description
<b>Validation</b> <i>Required</i>	Indicates the field is required (displays in red with an asterisk, information cannot be saved until entry is made), email/required email requires the format to be in an email address (includes "@"), number/required number requires the format to be numeric.
<b>Disabled</b>	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).
<b>Index/Editor</b> <i>Required</i>	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.
<b>Pleat</b> <i>Required</i>	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.
<b>Show For</b> <i>Required</i>	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).
<b>Seq</b> <i>Required</i>	The entered number indicates the order in which the item being added displays (field, text, radio button, etc.).
<b>Parent Field</b>	<p>Allows the ability to make the question on a pleat conditional based on a previous question/answer on the OLR application.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the parent field is a checkbox and the code was set to true, that field pleat/question displays when the checkbox is marked.</li> <li>• If the parent field is a radio yes/no field and the code was y (for yes), then the pleat or question will show.</li> </ul> <p>Not having a parent field selected will make this pleat/question show based upon if it was for new, existing, or both.</p>
<b>Toggle Value</b>	The field operation.
<b>Select items...</b>	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.

Field	Description
<b>Post Object</b>	<p>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.</p> <p>Core options are as follows:</p> <ul style="list-style-type: none"> <li>• Person (Custom Fields)</li> <li>• Identity (Custom and Core Fields): Not all options in the list may apply to your state.</li> <li>• Contact</li> <li>• Military Connections</li> <li>• Impact Aid</li> <li>• Race Subcategory (MN Only)</li> <li>• Hispanic Subcategory (MN Only)</li> <li>• Custom Tab Table editors</li> <li>• Custom Tab List editors</li> </ul>
<b>Post Element</b>	<p>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.</p>
<b>Prevent Batch Posting Value</b>	<p>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.</p>
<b>Pull Data Into Application</b>	<p>When marked, information is pushed from OLR to Campus AND information is pulled from Campus to OLR.</p>
<b>Lock for Existing Records</b>	<p>When marked, existing parents cannot make modifications to the field. The field pulls from Campus and displays as uneditable.</p>

## Exporting and Importing a Pleat

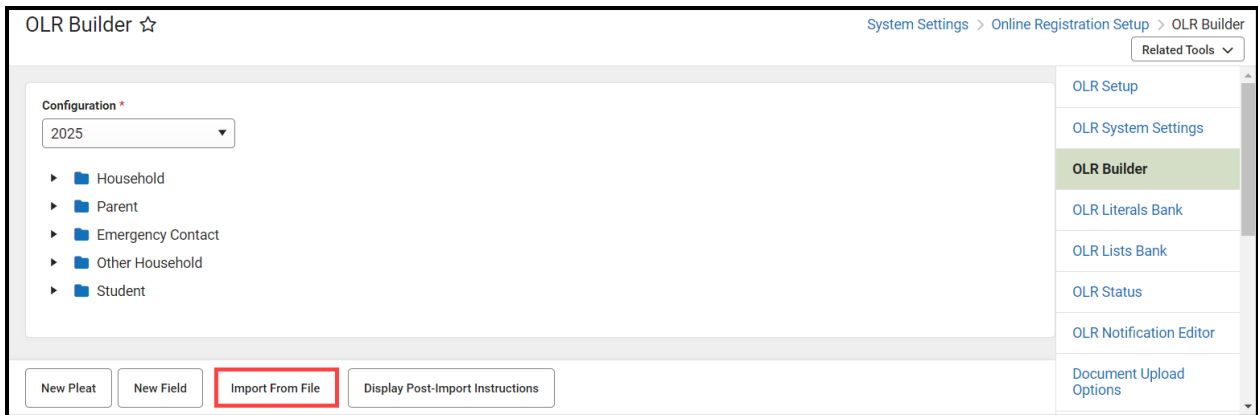
The Pleat Export/Import tooling allows users to export pleats out of their OLR Configuration and import them into another. This is a fantastic way for states to create pleats that they wish every district to use and simply give them the file to import. Or for districts to share their amazing pleats that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