OLR Posting Setup and Procedure

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Path: System Settings > Online Registration Setup > OLR Builder

Online Registration can be set up to post data from OLR Applications to specific existing fields within Campus tools or to custom fields within custom tools (tabs). Use this article to successfully align OLR with Campus.

Getting Started

Use the table below to determine which steps are necessary to complete:

If...	Start here:
The OLR application does NOT have a field within itself to collect this data	Step 1: Create a New Field within OLR (Prime Only)
A brand-new custom Campus tool (tab) to house the data is needed	Step 2: Create a Custom Tool
A tool already exists, but no field to house the data exists	Step 3: Create Custom Attributes
Both the tool and field already exist	Step 4: Align OLR Field to Campus Attribute

Step 1: Create a new field within OLR (Prime Only)

1. If a pleat does not exist to house the new field, create a new pleat.
2. Add a new field to a pleat to collect the data.
   NOTE: If the new field has a field type of: Drop-Down List, Drop-Down to Radio Set, or Multi-Select, it MUST HAVE a corresponding OLR List to populate the field's selectable options. Check the OLR Lists Bank for an existing list to use, or create a new one if needed.
3. Update the display text for the new field within the OLR Literals Bank.
   NOTE: Be sure to replace the placeholder text for the new field with the appropriate field name in BOTH places listed below:
   - Update the entry that appears on the application form.
   - Update the corresponding entry under the Receipt category

Step 2: Create a Custom Tool

There are two custom tool types compatible with OLR: Table Editor or Single Screen Editor.

- Use a **Table Editor** when there is a need to preserve a history of posted data, rather than simply overwriting the existing record each time.
- Use a **Single Screen** Editor if there is no need for tracking historical changes to the tool/fields.

To convert an existing Single Screen Editor to a Table Editor, see Convert a Single Screen Editor to a Table Editor.

Step 3: Create Custom Attributes

To create a new custom field, navigate to Custom Attribute/Dictionary.

When creating a Campus Attribute that receives OLR data, the **Data Type** MUST be compatible with the OLR field type to which it is linked. The following table covers the most common pairings:

OLR Field Type	Compatible Attribute Type	Notes
• Drop-down List • Drop-down to Radio Set • Horizontal Radio Buttons	• textbox • drop-down list	When posting to a textBox attribute, the code is posted, NOT the display description.
Multi-select	textBox	The code for each selection is posted, NOT the display description. When multiple values are selected, codes are comma-separated, ex.: X,Y, Z
• Text Area • Text Box	textBox	N/A
Yes/No Radio Buttons	• textbox • drop-down list	When posting to a textBox attribute, the code is posted, NOT the display description. The codes used in OLR for the selections are Y & N.

NOTE: If creating a drop-down list attribute, be sure the dictionary codes match the values that will post from OLR. If a posted value does not match a valid code, the field appears blank in Campus.

Step 4: Align OLR Field to Campus Attribute

Once a tool and field exist in Campus, align the OLR field to the Campus Attribute through the OLR Builder. In the field editor, locate the card section labeled **"Location the Data Will Be Written When the OLR Application Is Posted"**. This section appears only for fields that support a custom posting location. It contains two drop-downs:

Field	Description
Post to Campus Tab	The top-level Campus destination to which data is written (a custom tab or a core Campus area such as Identity or Person).

Field	Description
Post to Campus Field	The specific attribute field within that Campus Tool (tab). This drop-down only populates after a Post to Campus Tab value has been selected, and the available fields are specific to the selected tab.

NOTE: Only one OLR field can be posted to a given Campus field. If multiple OLR fields are mapped to the same Campus field, data will NOT accurately post.

Step 5: Process Applications

Process applications using Application Processing. It is recommended that you review the posting results for the first few applications to confirm that data is landing in the correct Campus fields before processing in bulk.

To repost data for already processed applications, use the Mass Re-Post Applications tool (Prime only).

Repost to a Table Editor

When reposting to a Table Editor, always select **all** fields mapped to that table, not just the fields being updated. A repost creates a new row rather than updating individual fields, so any field not included is blank on the new record.

For example, if the table has three fields (Fields A. B, C):

- If only field A is reposted, the new record lists a value only for field A while fields B and C have no values listed. The existing record's values for B and C are NOT reposted.
- If all three fields are reposted, the new record is complete and accurate.

Convert a Single Screen Editor to a Table Editor

A custom tool's layout type cannot be changed after it has been saved, so transitioning requires creating a new tool and migrating the attributes to it. This ensures that Campus Attributes are safely realigned and that existing OLR posting configurations remain intact.

1. **Create a new Table Editor Custom Tool** in the Custom Tool Setup. Assign a temporary name.
2. **Move Campus Attributes to the new Table Editor** in the Custom Attribute/Dictionary. For each attribute under the original Single Screen Editor: select it, change the **Screen Location** dropdown to the new Table Editor, and click **Save**. Repeat for all remaining attributes.
3. **Delete the original Single Screen Editor** in the Custom Tool Setup once all attributes have been moved.
4. **Rename the new Table Editor** to the exact name of the original Single Screen Editor in the Custom Tool Setup. OLR posting configurations reference the tool by name, so this step preserves all existing posting locations in the OLR Builder.