

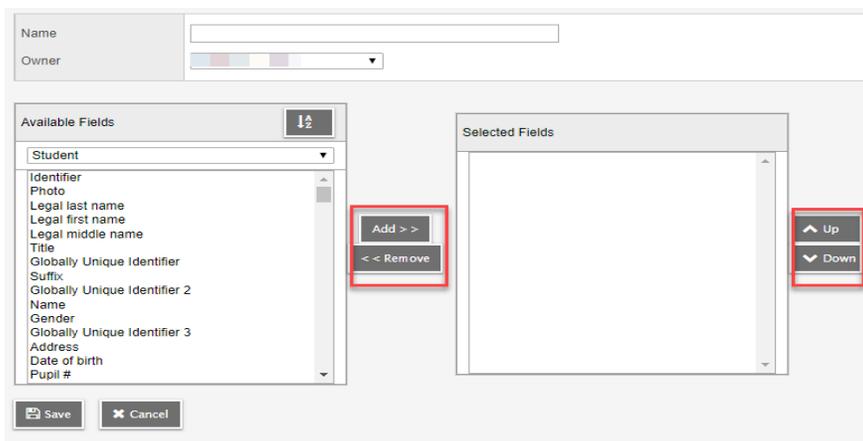
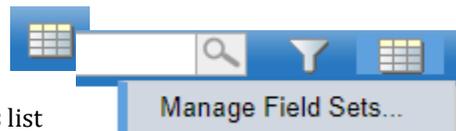
MYEDUCATION BC

FIELD SETS

FIELD SETS ENABLE THE USER TO CUSTOMIZE THE COLUMNS THAT APPEAR IN A LIST

CREATE A NEW FIELD SET

1. Click the **Field Set** icon
2. Select Manage Field Sets
3. Select New
4. Name the Field Set
5. Select **Available fields** and **Add** them to the **Selected Fields** list
6. Adjust the order of the selected fields by moving them **up** or **down**
7. **Save**



MANAGE FIELD SETS

1. Set a default Field Set by moving it to the top of the list
2. Show/Hide Field Sets
3. Delete a Field Set (Only if you are the owner)

MAKE A COPY OF A FIELD SET AND EDIT IT

1. Click the **Field Set** icon
2. Select **Manage Field Sets**
3. Highlight the field set you wish to edit
4. Click **Copy**
5. Name the new field set and complete the popup
6. **Save**
7. Select the name of the new field set from the remaining popup
8. Click **Edit**
9. Add and delete fields as necessary
10. Adjust the order of selected fields **up** or **down** as necessary
11. **Save**