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

t Manage Field Sets...

- 6. Adjust the order of the selected fields by moving them **up** or **down**
- 7. Save

Name Owner	T		
Available Fields Student Identifier Photo Legal first name Legal first name Legal first name Globally Unique Identifier Stuffix Globally Unique Identifier 2 Name Gender Globally Unique Identifier 3 Address Date of Dirth Pull #	Add > > < < Remove	Selected Fields	A Up V Dow

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