


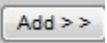


Creating Customized Field Sets






Creating New Field Set

1. Click the  icon on the menu bar and select **Manage Field Sets . . .**
2. In the *Manage Field Sets* pop-up window, click the  button.
3. In the pop-up window:
 - a. **Name:** Give the field set a name that makes sense for its data set.
 - b. **Owner:** Who will see and use this field set? If the user has district or school access, they will have the ability to set this field set for all users with those views. If the user sees no other option, they are creating a User field set.
 - c. In the **Available Fields** window, use the drop-down menu to select the table from containing the desired data fields. These are listed in the order most frequently used. If the user is having trouble finding a field, use the  button to sort them into alphabetical order.
 - d. Click on the desired field to select so it is highlighted in the list.
 - e. Click the  button. This will move the field into the **Selected Fields** window.

Note: Multiple fields from multiple tables can be selected for the same field set.
4. Once all fields have been selected, click **Save**.
5. Click **Close** on the *Manage Field Sets* window. The field set will now appear in the list for selection.

Moving a Field set

A user can set a field set they use the most as the default in that screen by moving it to the top of the list.

1. Click the  icon and select **Manage Field Sets . . .**
2. In the *Manage Field Sets* pop-up window, click on the name of the field set to be moved. It will be highlighted.
3. Click the  or  buttons to position the field set in the list. Any field set placed at the very **top** of the list will become the **default field** set when entering the screen.
4. Several field sets can be moved at once by using Shift + click and using the  or  buttons.
5. Click **Close**.