

4.4 - Optional fields

The "Optional fields" form allows you to configure the additional fields which can be added to the main moveon forms. A dozen additional fields can be freely defined in each form (name and format).

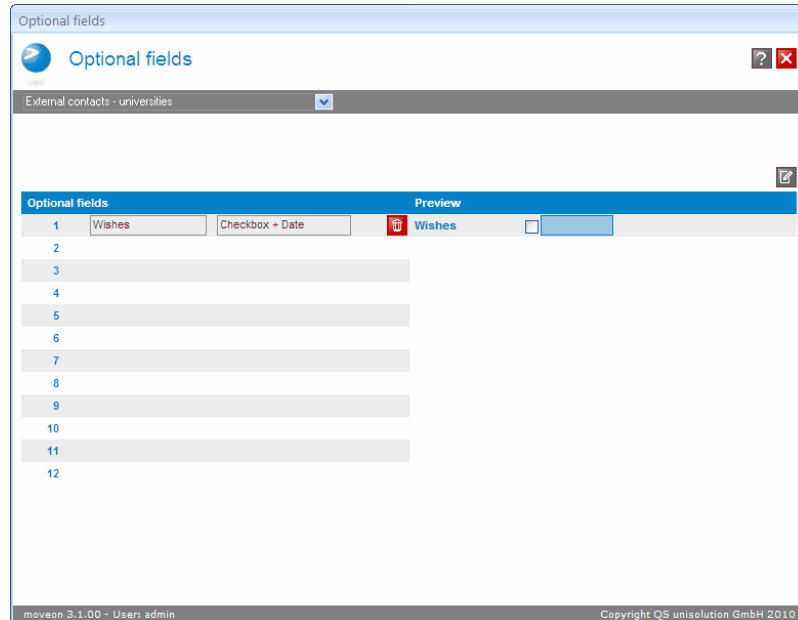


Fig. 1: "Optional fields" form

To open the "Optional fields" form, click "Configuration" in the main menu and then "Optional fields".

You can select the forms to which you wish to add optional fields from a drop-down list.

1- Forms in which optional fields can be used

Optional fields can be defined in the following forms:

- Agreements form: 1 set of 12 fields
- External contacts form: 5 sets of 12 fields appearing according to the type of attached institution ("universities", "research institutes", "networks", "companies", "other institutions")
- Internal contacts form: 1 set of 12 fields
- Exchanges form: 1 set of 12 fields
- Institutions form: 5 sets of 12 fields appearing according to the type of institution ("universities", "research institutes", "networks", "companies", "other institutions")
- Persons form: 4 sets of 12 fields appearing according to the type of person ("outgoing students", "incoming students", "outgoing staff", "incoming staff")
- Mobilities form: 4 sets of 12 fields appearing according to the type of person ("outgoing students", "incoming students", "outgoing staff", "incoming staff")

2- Configuring optional fields

The left-hand frame of the "Optional fields" form allows you to view the names and types of optional fields created for the selected form. The right-hand frame shows a preview of the optional fields as they will appear in the form (name and input field).

To add or modify a optional field, start by selecting the form in which the field is used from the drop-down list in the upper part of the form. Then click the Add or Modify button.

There are six possible formats: text, checkbox, check box + date, drop-down list, predefined list or date. The content of drop-down lists cannot be predefined. These lists contain all the data previously entered in this field and are updated each time a new entry is made.

To delete a optional field, click the Delete button next to the field you wish to delete. Deleting a field also deletes all the data previously entered in that field.

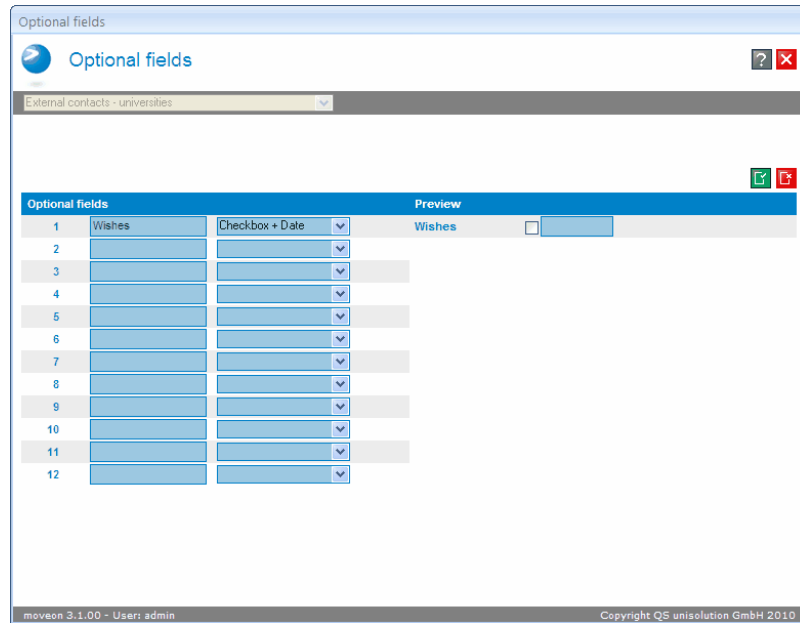


Fig. 2: "Optional fields" form, Edit mode