11.23 User Defined Fields

Find it: System Configuration >> User Defined Fields

User Defined Fields allow you to create a range of custom fields that can be used to display information that is relevant for your school in the Student Side Bar "and" on the Student Kiosk screen.



There are ten (10) User Defined Fields available for you to use in REACH and you can set the following optional display details for each User Defined Field.

- 1. The order that they display in the Student Sidebar
- 2. Whether an icon for the UDF displays in the Student Kiosk screen

Display icon only when the UDF has content

When icons are selected for display in the Student Kiosk screen, an icon will only display for students that have content added for the UDF field. That is, only students with an identified Medical Issue in the example above will display any icon.

How to set and use User Defined Fields

Using User Defined Fields is a two step process.

1. In your System Configuration section set the Title for each of your User Defined Fields, the sequence that you would like them to display on your student sidebar and whether you would like it to display an icon in the Student Kiosk screen.



Got to System Config > User Defined Fields

stem Configuration: User Defined Fields	
Save Changes 📋 Undo Changes	
UDF Labels	
UDF #1 Medical	Display Sequence
What would you like this UDF to be called?	In lists that show UDF's (except People Management), this governs the order it's put in. If blank, it's left out of the list.
Icon Button Colour	
Heart 🔻 🛡 Dark 🔻	
Heart Vhat colour to display he button in the losk View.	
Convert	

2. In the Personal Profile for each of your students you can enter their relevant status for each User Defined Field being used.

Go to People Management >> Student Profile >> User Defined Tab

	Save Save and Close X Cancel S Delete	
	Personal Address Security Metadata Associat	tions Groups Identifiers Medical Photo Accessibility User Defined
	Permission to Drive	User Defined Field 6
Grange William	No	
Boarder	This field can contain any data you wish	This field can contain any data you wish
8 0 L	Can travel as passenger in Student Driver	User Defined Field 7
	Yes	
Reset Password	This field can contain any data you wish	This field can contain any data you wish
Send Welcome Email	Vehicle Regitration	User Defined Field 8
Malaga, WA, Australia	This held can contain any data you wish	This field can contain any data you wish
Contact since 01/01/2015	Medical Issue	User Defined Held 9
3 Never	Asthma-Ventilator	
PK73	This field can contain any data you wish	This field can contain any data you wish
323	User Defined Field 5	User Defined Field 10
	This field can contain any data you wish	This field can contain any data you wish

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