

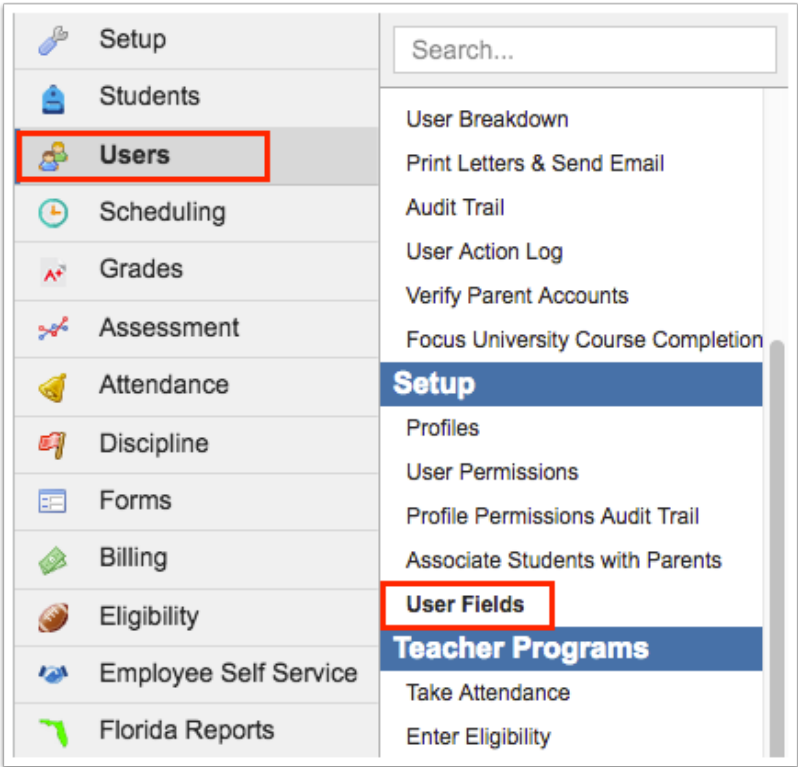
User Fields

The User Fields screen is used to set up the categories and user fields that display in the user's record in [User Info](#). Each of the categories set up in the User Fields screen display as a separate tab in the user's record. In addition to displaying in the user's record, the user fields are available to create reports or search for users throughout Focus.

Adding a Category

Each of the categories set up in the User Fields screen display as a separate tab in the user's record.

1. In the **Users** menu, click **User Fields**.



The Categories tab is displayed by default.

i The Legacy ID column may be populated with a value if the category existed prior to version 8.

2. In the blank row at the top of the screen, enter a **Title** for the category.

Categories Fields

Export: Filters: OFF

Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
	Activities					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 0 +	Add Icon	
	Teachers			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +	Add Icon	Edit Fields
	Intel Evalu			System Administrator	System Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
	Teacher Sum			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
	ELL					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 10 +	Add Icon	Edit Fields
	State Rep					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 9 +	Add Icon	Edit Fields
	W4 Infor					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 8 +	Add Icon	Edit Fields
	Employee					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 7 +	Add Icon	Edit Fields

3. Select the **Schools** that will have access to the category. One or multiple can be selected.

Categories Fields

Export: Filters: OFF

Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
	Activities	Focu...				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 0 +	Add Icon	
	Teachers			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +	Add Icon	Edit Fields
	Intel Evalu			System Administrator	System Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
	Teacher Sum			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
	ELL					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 10 +	Add Icon	Edit Fields
	State Rep					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 9 +	Add Icon	Edit Fields
	W4 Infor					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 8 +	Add Icon	Edit Fields
	Employee					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 7 +	Add Icon	Edit Fields
	Unication					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 6 +	Add Icon	Edit Fields



i To assign the category to all schools, leave the Schools field blank.

4. Select the **Profiles** that this category will be added for in User Info. One or multiple profiles can be selected.

For example, if the profile "Teacher" is selected, then this category will ONLY show for users with the "Teacher" profile.

Categories

Fields

Export:  



Filters: OFF

Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
	Activities	Focu...	Scho...			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 0 +	<button>Add Icon</button>	
	Teachers			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +	<button>Add Icon</button>	<button>Edit Fields</button>
	Personnel			System Administrator	System Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	<button>Add Icon</button>	<button>Edit Fields</button>
	Employee			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	<button>Add Icon</button>	<button>Edit Fields</button>
	ELL					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 10 +	<button>Add Icon</button>	<button>Edit Fields</button>
	State Rep					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 9 +	<button>Add Icon</button>	<button>Edit Fields</button>
	W4 Inforr					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 8 +	<button>Add Icon</button>	<button>Edit Fields</button>
	Employee					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 7 +	<button>Add Icon</button>	<button>Edit Fields</button>
	Communi					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 6 +	<button>Add Icon</button>	<button>Edit Fields</button>

5. Select the **Default View Profiles** and the **Default Edit Profiles**.

Categories

Fields

Export:  

Filters: OFF

Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
	Activities	Focu...	Scho...	School Admin, School Of...	School Admin, School ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 0 +	<button>Add Icon</button>	
	Teachers			System Administrator		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +	<button>Add Icon</button>	<button>Edit Fields</button>
	Personnel			System Administrator		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	<button>Add Icon</button>	<button>Edit Fields</button>
	Employee			System Administrator		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	<button>Add Icon</button>	<button>Edit Fields</button>
	ELL					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 10 +	<button>Add Icon</button>	<button>Edit Fields</button>
	State Rep					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 9 +	<button>Add Icon</button>	<button>Edit Fields</button>
	W4 Inforr					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 8 +	<button>Add Icon</button>	<button>Edit Fields</button>
	Employee					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 7 +	<button>Add Icon</button>	<button>Edit Fields</button>

Filter

Check all visible

Clear selected

☐ School Admin
 ☐ School Assessment Coordinators
 ☐ School Guidance Counselor
 ☐ School Health
 ☐ School Help Desk-Data Support
 ☒ School Office Clerk
 ☒ School Office Manager
 ☐ School Resource Officer
 ☐ School Safety Dist Administrator
 ☐ Social Counselor

When new fields are assigned to the category, the profiles selected in Default View Profiles will have view permissions for those fields by default. The profiles selected in Default Edit Profiles will have edit permissions for those fields by default. You can leave these fields blank, if desired. Profiles who can view or edit fields can be added or changed on a specific field when editing the field in the Fields tab. Please see [Adding a Field](#) for more information.

If an existing field is moved to a category with the Default View Profiles and Default Edit Profiles set, the view and edit permissions for the field will not be automatically updated.



If the category already has fields assigned, selecting Default View Profiles and Default Edit Profiles on the category will only affect new fields assigned to the category after the profiles are set, not fields that have previously been assigned to the category.

6. If the category will be used as a form in Focus, select the **Form** check box.

Categories											
Fields											
Export:		Filters: OFF									
Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
	Activities	Focu...	Scho...	School Admin, School Of...	School Admin, School ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 0 +	Add Icon	
-	Teachers			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +	Add Icon	Edit Fields
-	Personnel			System Administrator	System Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
-	Employee			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
-	ELL					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 10 +	Add Icon	Edit Fields
-	State Rep					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 9 +	Add Icon	Edit Fields
-	W4 Inforr					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 8 +	Add Icon	Edit Fields
-	Employee					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 7 +	Add Icon	Edit Fields

When a category is designated as a form, this allows users to store multiple, unique instances of information in that tab of the users's record.



Once a category is designated as a form, it should not be deselected. Data entered in a form record is stored in the user form records table and historical data can be impacted.

7. Select the **SIS** check box to make this category available in Users > User Info in SIS. Select the **ERP** check box to make this category available in Human Resources > Employee in ERP.

Categories Fields

Export: Filters: OFF

Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
	Activities	Focu...	Scho...	School Admin, School Of...	School Admin, School ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- 0 +	Add Icon	
-	Teachers			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +	Add Icon	Edit Fields
-	Personnel			System Administrator	System Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
-	Employee			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
-	ELL					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 10 +	Add Icon	Edit Fields
-	State Rep					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 9 +	Add Icon	Edit Fields
-	W4 Inforr					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 8 +	Add Icon	Edit Fields
-	Employee					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 7 +	Add Icon	Edit Fields

8. In the **Sort Order** field, use the minus and plus icons to select the sort order. This determines the order the categories will appear in More Search Options when searching for a user.

Categories Fields

Export: Filters: OFF

Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
	Activities	Focu...	Scho...	School Admin, School Of...	School Admin, School ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- 3 +	Add Icon	
-	Teachers			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +	Add Icon	Edit Fields
-	Personnel			System Administrator	System Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
-	Employee			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
-	ELL					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 10 +	Add Icon	Edit Fields
-	State Rep					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 9 +	Add Icon	Edit Fields
-	W4 Inforr					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 8 +	Add Icon	Edit Fields
-	Employee					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 7 +	Add Icon	Edit Fields
-	Communi					<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 6 +	Add Icon	Edit Fields



The list of categories always displays in alphabetical order when viewing a users's record in User Info.

9. Press **Enter** to add the new category.

The category is added to the list and is auto-saved.

10. To add an icon or a custom short name that will display when viewing the category in User Info, click **Add Icon** next to the category.

i If you do not select an icon or enter a custom short name, Focus will by default use the first character of each word in the category title as a short name.

Categories											
Fields											
Export:		Filters: OFF									
Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
									- 0 +	Add Icon	
	Activities	Focu...	Scho...	School Admin, School Of...	School Admin, School ...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	- 3 +	Add Icon	Edit Fields
	Teachers			System Administrator	System Administrator		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +	Add Icon	Edit Fields
	Personnel			System Administrator	System Administrator		<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
	Employee			System Administrator	System Administrator		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
	ELL						<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 10 +	Add Icon	Edit Fields
	State Rep						<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 9 +	Add Icon	Edit Fields

11. In the Change Icon for (category) pop-up window, select the color to use.

Change Icon for Activities

Colors

violet

purple

teal

olive

green

pink

red

orange

yellow

brown

grey

black

☐ Short Name

☒ Icons

Clear

Cancel

Save

12. To display a custom short name instead of an icon, select the **Short Name** radio button. Enter the short name.

Change Icon for Activities

Colors

violet
purple
teal
olive
green
pink

red
orange
yellow
brown
grey
black

☒ Short Name

Icons

Clear
Cancel
Save

Example of short name in User Info:

Abernathy, [redacted]
User Info

Ashley Weiss
Focus High School - 0041
SIS

Audit Trail
User Files

Filter fields...

A Address
AS Attached Students
C **Certifications**
CEI Charter/Contracted Emp ...
E ELL
ED Employee Demographic
ES Employee Summary
F Fingerprints
G General

Certifications

Subject Area Points Summary

No Records Found

Professional Development

No Records Found

Affidavit for Autism

Education

Affidavit for Pre-K/Disabilities

☐

☐

13. To display an icon, select the **Icons** radio button, and click the icon to use.

Change Icon for Activities

Colors

violet

purple

teal

olive

green

pink

red

orange

yellow

brown

grey

black

☐ Short Name

☒ Icons

Clear

Cancel

Save

Example of icon in User Info:

Abernathy,

User Info

Ashley Weiss

Focus High School - 0041

SIS

Audit Trail

User Files

Filter fields...

PI

 Primary Info

A

 Address

AS

 Attached Students

C

 Certifications

CEI

 Charter/Contracted Emp ...

E

 ELL

ED

 Employee Demographic

ES

 Employee Summary

F

 Fingerprints

General

 General

LL

 Letter Log
 Medical

OCL

 Off-Boarding Check List

PJI

 Payroll Job Info

Permissions

 Permissions

Medical

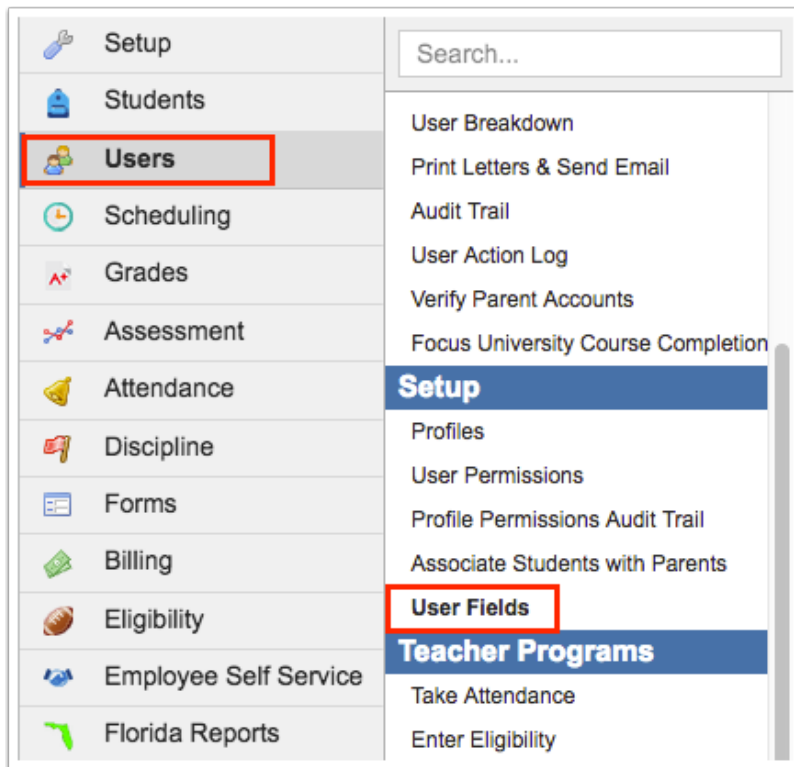
Export

Filter: OFF


Page Size: 20

Title	Date	Copy From
	06/01/2023	

14. Click **Save**.







2. In the Categories tab, locate the category in the list and make the desired changes. The Title, Schools, Profiles, Default View Profiles, Default Edit Profiles, Form, SIS, ERP, Sort Order, and Icon can be edited.




Once a category is designated as a form, it should not be deselected. Data entered in a form record is stored in the user form records table and historical data can be impacted.

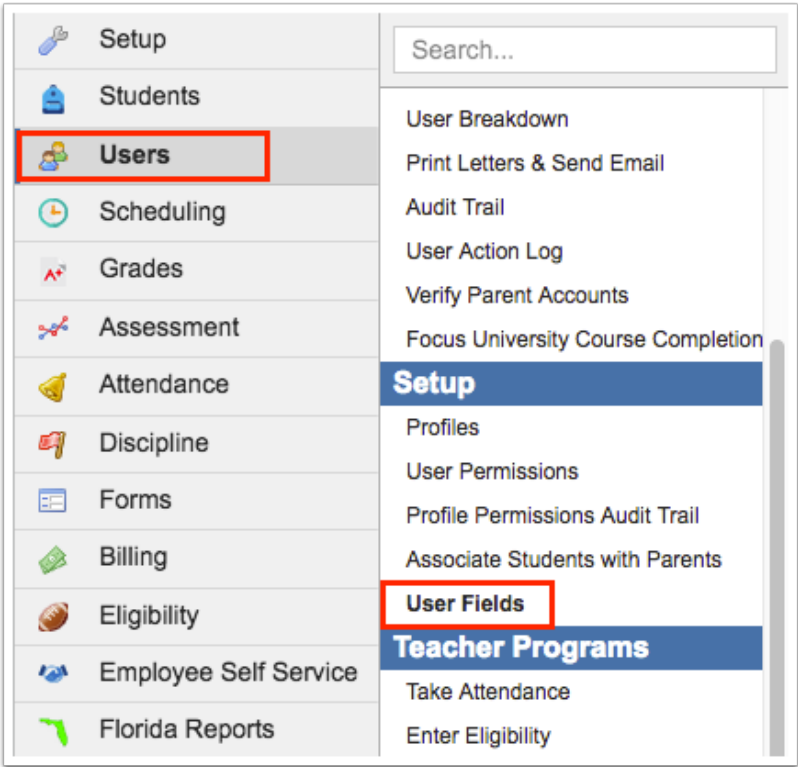
The changes will auto-save.

Categories											
Fields											
Export:  		Filters: OFF									
Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 0 +	Add Icon	
	Activities	Focus ...	School ...	School Admin, School Office Cl...	School Admin, School Office ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- 3 +	 cubes	Edit Fields
	Teachers			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +	 users	Edit Fields
	Personnel E			System Administrator	System Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
	Employee E			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields








Deleting a Category

 The fields in a category should be moved to another category or deleted before the category is deleted. A warning message will display if you attempt to delete a category that has fields assigned.

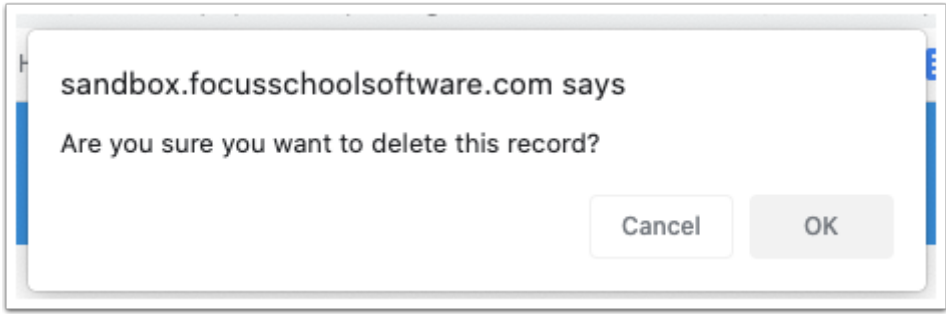
1. In the **Users** menu, click **User Fields**.



2. In the Categories tab, locate the category in the list and click the red minus sign to the left of the Title.

Categories											
Fields											
Export: 		Filters: OFF									
Legacy ID	Title	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form	SIS	ERP	Sort Order	Icon	Fields
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 0 +	Add Icon	
	Activities	Focus ...	School ...	School Admin, School Office Cl...	School Admin, School Office ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- 3 +		Edit Fields
	Teachers			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 2 +		Edit Fields
	Personnel E			System Administrator	System Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields
	Employee S			System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- 0 +	Add Icon	Edit Fields

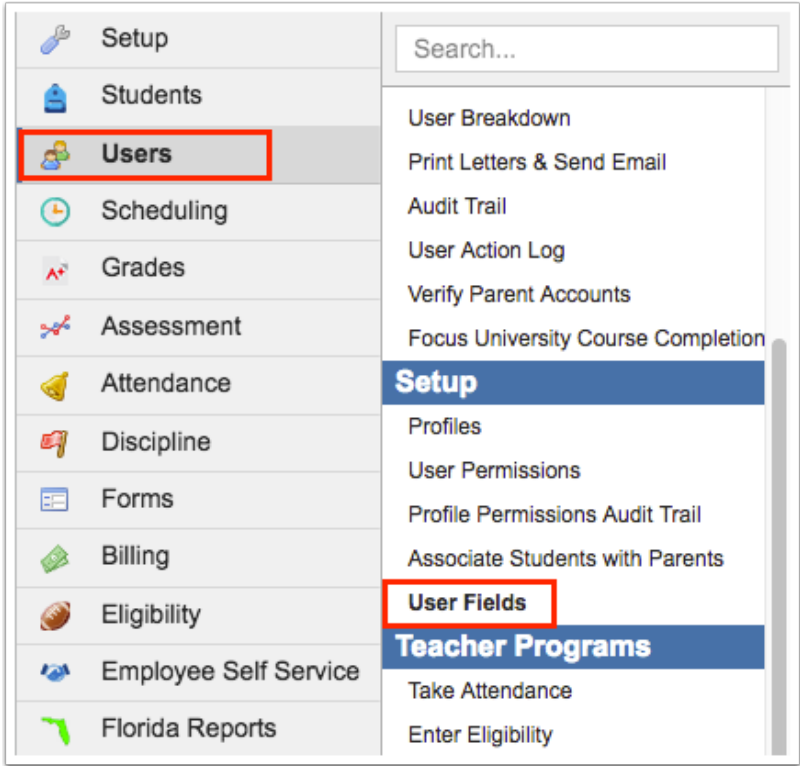
3. In the confirmation message, click **OK**.



The category is deleted.

Viewing the Fields Within a Category



1. In the **Users** menu, click **User Fields**.










2. In the Categories tab, locate the category in the list and click **Edit Fields** at the right side of the screen.

Categories

Fields

Export:  

Filters: OFF



	Legacy ID ▾	Title ▾	Schools	Profiles	Default View Profiles	Default Edit Profiles	Form ▾	SIS ▾	ERP ▾	Sort Order ▾	Icon	Fields
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	– 0 +	Add Icon	
		Teachers	<input type="text"/>	<input type="text"/>	System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	– 2 +	 users	Edit Fields
		Personnel	<input type="text"/>	<input type="text"/>	System Administrator	System Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	– 0 +	Add Icon	Edit Fields
		Employee	<input type="text"/>	<input type="text"/>	System Administrator	System Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	– 0 +	Add Icon	Edit Fields
		ELL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	– 10 +	Add Icon	Edit Fields
		State Re	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	– 9 +	Add Icon	Edit Fields
		W4 Infor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	– 8 +	Add Icon	Edit Fields

The Fields tab opens, displaying the fields that are assigned to the category. The Legacy ID column may display a value if the field existed prior to version 8. The Alias is grayed out and uneditable for System fields (fields provided by Focus). The Alias can be edited for Local fields (fields created by the district).

Categories

Fields

You are currently viewing fields for Employee Summary. [View all fields.](#)

Export  

Filter: OFF



	Legacy ID ▾	Title ▾	Alias ▾	Type ▾	Category ▾	System ▾	JSON ▾	
		<input type="text"/>	<input type="text"/>	Text ▾			<input type="checkbox"/>	
⊞		Employee Identification Number	es_ein	Computed	Employee Summary	System	<input type="checkbox"/>	Edit Field
⊞		Full Name	es_fullname	Computed	Employee Summary	System	<input type="checkbox"/>	Edit Field
⊞		W4 Information	es_w4	Computed	Employee Summary	System	<input type="checkbox"/>	Edit Field
⊞		Home Address	es_home_addr	Computed	Employee Summary	System	<input type="checkbox"/>	Edit Field
⊞		Mail Address	es_mail_addr	Computed	Employee Summary	System	<input type="checkbox"/>	Edit Field
⊞		Contact Info	es_contact	Computed Table	Employee Summary	System	<input type="checkbox"/>	Edit Field
⊞		Salary	es_salary	Computed Table	Employee Summary	System	<input type="checkbox"/>	Edit Field
⊞		Supplements	es_supplements	Computed Table	Employee Summary	System	<input type="checkbox"/>	Edit Field
⊞		Active Positions	es_active_pos	Computed Table	Employee Summary	System	<input type="checkbox"/>	Edit Field
⊞		Additional Federal Tax	custom_I1060	Computed	Employee Summary	Local	<input type="checkbox"/>	Edit Field

6. To view the full list of fields, click the **View all fields** link at the top of the screen.












Categories

Fields

You are currently viewing fields for Employee Summary [View all fields.](#)














Export  

Filter: OFF

Legacy ID 	Title 	Alias 	Type 	Category 	System 	JSON 	
	<input type="text"/>	<input type="text"/>	Text 			<input type="checkbox"/>	
	Employee Identification Number	es_ein	Computed	Employee Summary	System	<input type="checkbox"/>	Edit Field
	Full Name	es_fullname	Computed	Employee Summary	System	<input type="checkbox"/>	Edit Field
	W4 Information	es_w4	Computed	Employee Summary	System	<input type="checkbox"/>	Edit Field

Adding a Field

1. In the **Users** menu, click **User Fields**.

 Setup
  Students
  **Users**
 Scheduling
  Grades
  Assessment
  Attendance
  Discipline
  Forms
  Billing
  Eligibility
  Employee Self Service
  Florida Reports

User Breakdown
Print Letters & Send Email
Audit Trail
User Action Log
Verify Parent Accounts
Focus University Course Completion
Setup
Profiles
User Permissions
Profile Permissions Audit Trail
Associate Students with Parents
User Fields
Teacher Programs
Take Attendance
Enter Eligibility

2. Click the **Fields** tab.

Categories **Fields**

Prev Page: 1 / 15 Next Export Filter: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
20120004	ELL Certification Status	custom_20120004	Select One	Certifications	System	<input type="checkbox"/>	Edit Field
2	Education	custom_2	Select Multiple	Certifications	Local	<input type="checkbox"/>	Edit Field
20120005	Certification	teacher_certifications	Logging Field	Certifications	System	<input type="checkbox"/>	Edit Field
100000003	Homeroom Number	custom_100000003	Text	Certifications	System	<input type="checkbox"/>	Edit Field

3. In the blank row at the top of the screen, enter a **Title** for the field.

Categories **Fields**

Prev Page: 1 / 15 Next Export Filter: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
20120004	ELL Certification Status	custom_20120004	Select One	Certifications	System	<input type="checkbox"/>	Edit Field
2	Education	custom_2	Select Multiple	Certifications	Local	<input type="checkbox"/>	Edit Field
20120005	Certification	teacher_certifications	Logging Field	Certifications	System	<input type="checkbox"/>	Edit Field
100000003	Homeroom Number	custom_100000003	Text	Certifications	System	<input type="checkbox"/>	Edit Field
59	Gender	custom_59	Select One	General	System	<input type="checkbox"/>	Edit Field

4. Select the field **Type**.

Categories **Fields**

Prev Page: 1 / 15 Next Export Filter: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
20120004	ELL Certification Status	custom_20120004	Select One	Certifications	System	<input type="checkbox"/>	Edit Field
2	Education	custom_2	Select Multiple	Certifications	Local	<input type="checkbox"/>	Edit Field
20120005	Certification	teacher_certifications	Logging Field	Certifications	System	<input type="checkbox"/>	Edit Field
100000003	Homeroom Number	custom_100000003	Text	Certifications	System	<input type="checkbox"/>	Edit Field
59	Gender	custom_59	Select One	General	System	<input type="checkbox"/>	Edit Field

Field Type	Description
Text	Text fields work best for capturing information that has an unlimited number of potential answers. Text fields accommodate short answers, usually less than 50 characters in length, and can include numeric data, like email address, street addresses and zip codes.

Field Type	Description
Long Text	While text fields work well for short entries, long text is best suited to note-like entries.
Checkbox	Use check boxes to record information where a single option is going to be selected. This data type stores a "Y" or null and cannot be changed to a different data type once created.
Number	Number fields include information like ID numbers, Social Security numbers, and other purely numeric data. This data type works best when the combination of numbers is virtually unlimited, rather than strictly limited, like a range of zip codes in a school district. If a number field type is selected, the user will not be able to enter non-numeric characters into the field.
Date	For date fields, users can type in the date or select the date from the calendar. The date format stored is yyyy-mm-dd.
Time	Time fields allow users to enter a time. Users can only enter time in the hh:mm format.
Select One	This field type allows the user to select only one option from the pre-defined list. The list of options can be manually entered when setting up the field or defined with a query.
Select Multiple	This field type allows the user to select one or multiple options from the pre-defined list. The list of options can be manually entered when setting up the field or defined with a query.
Logging Field	<p>Logging fields are used when several pieces of data make up a single record of information. The data points are part of a single record, and the user could have multiple records. Logging fields work best for providing comprehensive records of activity.</p> <p>Unlike the other field types, logging fields can be more extensive, involving a set of fields for entering data. View and edit permissions</p>

Field Type	Description
	are set for the logging field and for each individual column.
Computed	This field type allows users to define a query that will be executed and the results displayed to the user when viewing the field.
Computed Table	This field type allows users to define a query that will be executed and the results displayed in a table. The table can have multiple columns of data.
File Upload	The File field type allows users to upload a file into Focus. Focus integrates with most commonly used formats, including Word, Excel, and PDF documents, as well as .rtf and .csv file formats. Once uploaded into Focus, users can click the file to download and view it.
Signature	The signature field allows users to digitally sign their acknowledgement or consent in Focus. Users can use their mouse to sign. When using a tablet, users can use their finger or stylus to sign. This field can be set up to require the user to enter their username and password to authenticate the signature.
Placeholder	Placeholder fields are used to separate sections on a page. A placeholder can function as a heading, or can include a URL.

5. Press **Enter to add the new field.**

The field is added to the list and is auto-saved.



On Local fields, the Alias can be changed for ease of identification and use when querying the field.

Category

Select Categories

Defaults

Value for New Users

Value for New Users

State Reporting Fallback Value

State Reporting Fallback Value

Form Categories

New User

Required

Visible on Add a User Search

Restricted

Maximum Length

Maximum Length

Help URL


Enter URL

Description

Description

Profiles (View Access)

Profiles (Edit Access)

 If you already know the category a field will be assigned to, you can click **Edit Fields** next to the appropriate category in the **Categories** tab, and then add the new field in the blank row at the top of the screen. This will automatically select the category when setting up the field.

All Field Types

1. If this field will be included in a category that has been designated as a form, select **Form Categories.**

Category

Form Categories

Select Categories

Defaults

Value for New Users

State Reporting Fallback Value

Value for New Users

State Reporting Fallback Value

Options

New User

Required

Visible on Add a User Search

Restricted

Maximum Length

Maximum Length

Help URL

Enter URL

Description

Description

The form categories are now available for selection in the Select Categories pull-down.

2. Use the **Select Categories** pull-down to select the categories this field will appear on. One or multiple categories can be selected.

 When Form Categories is selected, you will only be able to select one form category.

Category

Select Categories

General

▼

General Sort Order

▼

Form Categories

Defaults

Value for New Users

Value for New Users

State Reporting Fallback Value

State Reporting Fallback Value

Options

New User

Required

Visible on Add a User Search

Restricted

Maximum Length

Maximum Length

Help URL

Enter URL

Description

Description

3. In the **(Category) Sort Order** pull-down, select where the new field should appear within the category. You can select to place it before an existing field, at the end of the category, or unsorted. If multiple categories were selected in the Select Categories field, a Sort Order pull-down will display for each category.

The screenshot shows the 'Edit Field: Club/Team Sponsor' configuration interface. It is divided into several sections:

- Category:** Includes a toggle for 'Form Categories' and a 'Select Categories' dropdown menu currently set to 'General'.
- General Sort Order:** A dropdown menu highlighted with a red box, currently set to 'End of Category'.
- Defaults:** Contains two input fields: 'Value for New Users' and 'State Reporting Fallback Value'.
- Options:** A sidebar on the right with several toggle options: 'New User' (selected), 'Required', 'Visible on Add a User Search', and 'Restricted'. Below these are input fields for 'Maximum Length', 'Help URL', and 'Description'.

4. In the Options section on the right side of the screen, select **New User** to display this field on the [Add a User](#) screen.

i When New User is selected, the New User Sort Order pull-down is displayed. Select where to place the field in the list of existing fields on the Add a User screen.

i For more information about how sort order works for custom fields, see [Sort Order for Fields](#).

5. Select **Required** to make the field required.

If the field is required, it must have either a default value, display when adding a new user, or both. The field will only be required for profiles with edit permissions to the field.

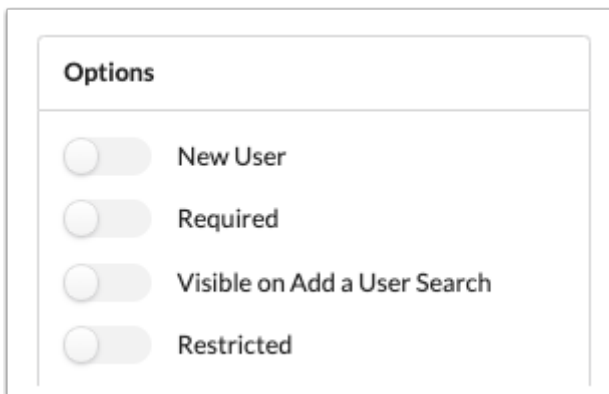
6. Select **Visible on Add a User Search** to have this field display in the search results when searching for a user on the [Add a User](#) screen. Custom fields with "Visible on Add a User Search" selected display after system fields.

i The "Visible on Add a User Search" option is not available for logging fields, computed fields, computed tables, file upload fields, and placeholder fields.

When this option is enabled for text fields, the field will be included at the top of the Add a User screen in the entry section, as well as at the bottom in the exact and partial match search results. When this option is enabled for other field types, the field will only display in the exact and partial match search results at the bottom of the Add a User screen.

The "New User" option does not need to be selected in order to enable "Visible on Add a User Search."

7. Select **Restricted** to hide this field in inactive user records.



The image shows a panel titled "Options" with four toggle switches. The first three are "New User", "Required", and "Visible on Add a User Search", all of which are currently turned off. The fourth toggle, "Restricted", is currently turned on.

8. Enter a **Help URL** if desired.

This will display a link icon next to the field title in the user's record. Clicking the link icon will open the URL in a new tab.

9. Enter a **Description** if desired.

When the user hovers the mouse over the question mark icon on the field in the user's record, the description will display.

Options

☐ New User

☐ Required

☐ Visible on Add a User Search

☐ Restricted

Maximum Length

Maximum Length

Help URL

www.focusschoolsoftware.com

Description

Enter the name of the club or team this user sponsors.

10. Select the profiles that will be able to view the field in the **Profiles (View Access)** pull-down. One or multiple profiles can be selected.

11. Select the profiles that will be able to edit the field in the **Profiles (Edit Access)** pull-down. One or multiple profiles can be selected.

i For logging fields, select the profiles that will have the ability to add records (new rows) to the logging field in the **Profiles (Add Record)** pull-down and select the profiles that will have the ability to delete records (rows) from the logging field in the **Profiles (Delete Record)** pull-down. One or multiple profiles can be selected. These do not provide permissions for individual columns, but for adding or deleting log entries (rows).

Options

☐ New User

☐ Required

☐ Visible on Add a User Search

☐ Restricted

Maximum Length

Maximum Length

Help URL

www.focusschoolsoftware.com

Description

Enter the name of the club or team this user sponsors.

Profiles (View Access)

Activities, Athletics, School Admin, Sy... ▼

Profiles (Edit Access)

Activities, Athletics, School Admin, Sy... ▼

12. When finished setting up the field, click **Save** at the bottom of the window.

Cancel or Save

Number, Checkbox, Date, File, Time

1. In the Defaults section of the window, select or enter a default **Value for New Users**, if applicable. When defined, the selected value will default into the field when adding a new user.
2. Select or enter a **State Reporting Fallback Value**, if applicable. When defined, the selected value will be included in extracts for state reporting unless the user has a value already selected in their record.

Defaults

Valid formats: "01/29/2016", "today", "yesterday", "+365 days". [See all formats](#)

Value for New Users

State Reporting Fallback Value

Value for New Users

State Reporting Fallback Value

Select One and Select Multiple

1. (Select One fields only) In the Options, select **Display as Radio Buttons** to display the select one field as a set of radio buttons rather than as a select box.

i This preference is stored in the column "display_as_radio." If a field is not marked as Required, an N/A option will be included in the set of radio buttons.

Options

☒ New School

☐ Required

☐ Restricted



☒ Display as Radio Buttons




☐ School Filter

2. In the Select Options section of the window, either define the Select Options manually or enter a Select Options Query.

Select Options:

Select Options



Export:   Filters: OFF





	Code	Label	Sort Order	Min School Year	Max School Year	
						<input type="checkbox"/> Inactive
	BA	Bachelor of Arts	1			<input type="checkbox"/> Inactive
	B.Ed.	Bachelor of Educ	2			<input type="checkbox"/> Inactive
	MA	Master of Arts	3			<input type="checkbox"/> Inactive

- In the blank row, enter a **Code** and **Label** (what will display for the user) for the option.
- Enter a **Sort Order** for the option. This will display the options in the defined order.
- If desired, enter the **Min School Year** and **Max School Year**, which are used to make these options only available for selection within the range of school years. Existing data will be maintained.
- Press **Enter** to add the option.

The added row turns yellow. A new, blank row will display where you can add the next option.



Select Options






Export:   Filters: OFF

	Code	Label	Sort Order	Min School Year	Max School Year	
						<input type="checkbox"/> Inactive
	PHD	Ph.D.	4			<input type="checkbox"/> Inactive
	BA	Bachelor of Arts	1			<input type="checkbox"/> Inactive
	BEd	Bachelor of Educ	2			<input type="checkbox"/> Inactive
	MA	Master of Arts	3			<input type="checkbox"/> Inactive

- Select the **Inactive** check box next to an option to inactivate it. Inactive options will not display for selection when the user opens the pull-down.

Select Options

Export:   Filters: OFF

	Code	Label	Sort Order	Min School Year	Max School Year	
						<input type="checkbox"/> Inactive
	BA	Bachelor of Arts	1			<input type="checkbox"/> Inactive
	BEd	Bachelor of Educ	2			<input type="checkbox"/> Inactive
	MA	Master of Arts	3			<input type="checkbox"/> Inactive
	PHD	Ph.D.	4			<input type="checkbox"/> Inactive
	O	Other	5			<input checked="" type="checkbox"/> Inactive

- To delete an option, click the red minus sign to the left of the option and in the confirmation message, click **OK**.

Select Options

Export:

	Code	Label	Sort Order	Min School Year	Max School Year	
						<input type="checkbox"/> Inactive
<input type="checkbox"/>	BA	Bachelor of Arts	1			<input type="checkbox"/> Inactive
<input type="checkbox"/>	BEd	Bachelor of Educ	2			<input type="checkbox"/> Inactive
<input type="checkbox"/>	MA	Master of Arts	3			<input type="checkbox"/> Inactive
<input type="checkbox"/>	PHD	Ph.D.	4			<input type="checkbox"/> Inactive
<input checked="" type="checkbox"/>	O	Other	5			<input type="checkbox"/> Inactive

Select Options Query:

Enter a query that defines the options in the pull-down.

 The highlighted area provides instructions and an example query.

 In order to search on the select options defined by the query, they must also be added in the Select Options section of the screen.


Select Options Query

A query that defines the options in the pull-down. The query must select columns aliased as **id** and **label**. You may select columns aliased as **sort_order** and/or **inactive**. Any value other than null or 0 for the inactive column will make that option inactive. You may also use **{year}**, **{school_id}**, **{staff_id}**, **{student_id}**, **{marking_period_id}**, and **{date}** as substitutions in your query. If an option query is defined, options defined in the table above will be ignored.

Example: `SELECT staff_id AS id, CONCAT(last_name, ', ', first_name) AS label FROM users u WHERE EXISTS(SELECT " FROM user_enrollment ue WHERE ue.staff_id = u.staff_id AND ue.schools LIKE '%,{school_id},%' AND ('{date}' BETWEEN start_date AND end_date OR end_date IS NULL) AND CONCAT(' profiles,') LIKE '%,1,%')`

```
SELECT ID, CODE||'|'||NAME as LABEL FROM GL_FACILITIES
```

3. In the Defaults section of the window, select a default **Value for New Users**, if applicable. When defined, the selected value will default into the field when adding a new user.
4. Select a **State Reporting Fallback Value**, if applicable. When defined, the selected value will be included in extracts for state reporting unless the user has a value already selected in their record.

 The Value for New Users and State Reporting Fallback Value pull-downs will be empty until select options are defined.

Defaults

Value for New Users

State Reporting Fallback Value

Signature

For signature fields, select **Requires Authentication** to require the user to enter a username and password in order to save the signature. When this option is turned off, the user can save the signature without entering a username and password.

Options

☐ New User

☒ Requires Authentication

☐ Required

☐ Visible on Add a User Search

☐ Restricted

Help URL

Enter URL

Description

Description

Profiles (View Access)

Profiles (Edit Access)

Placeholder

For placeholder fields, you may include a URL if desired. When the user clicks the placeholder title in the user's record, the URL will open.

Link

Enter a URL

Text

1. In the Options section of the window, enter the **Maximum Length** of the field. The default maximum length is 255 characters. The length cannot be set to 0 or users will not be able to enter any text into the field.

Options

☐ New User

☐ Required

☐ Visible on Add a User Search

☐ Restricted

Maximum Length

Maximum Length

Help URL

Enter URL

Description

Description

Profiles (View Access)

Profiles (Edit Access)

2. To display suggestions when a user enters text into the field, enter a query in the Suggestions Query section of the screen.



The highlighted area provides instructions and an example query.

Suggestions Query

A query that returns suggestions for a text field. Only one column should be selected. Any results returned from this query will be used as suggestions in the text field. You may use `{year}` , `{school_id}` , `{staff_id}` , `{student_id}` , `{course_period_id}` , `{marking_period_id}` , and `{date}` as substitutions in your query.

Example: `SELECT title FROM schools`

Long Text

1. In the Options section of the window, select **Rich Text** to provide a rich text editor for the field.
2. Enter the **Maximum Length** of the field. The length cannot be set to 0 or users will not be able to enter any text into the field.

Options

☐ New User

☒ Rich Text

☐ Required

☐ Visible on Add a User Search

☐ Restricted

Maximum Length

Maximum Length

Help URL

Enter URL

Description


Description

Profiles (View Access)

Profiles (Edit Access)

Logging Fields

1. In the Options section of the window, select **Show school year** to add a School Year column to the logging field.

 The "Show school year" option is automatically enabled on the Industry Certifications logging field.

Options

☐ New Student

☐ Required

☐ Visible on Discipline Referral

☐ Restricted

☒ Show school year

i When entering a new logging field record, the default year selected will be based on the year selected in the header. This pertains to the built-in system year option available to end-users during the logging field configuration.

2. In the Columns section of the window, replace the New Column text with the column name.

Columns +

New Column

Primary Sort

N/A

Secondary Sort

N/A

☐ Fixed Left

Type:

Text

3. In the column that will be the primary sort, select **Ascending** or **Descending** in the **Primary Sort** pull-down.

4. In the column that will be the secondary sort, select **Ascending** or **Descending** in the **Secondary Sort** pull-down.

i Log entries can be sorted in ascending or descending order using one column as the primary sort (entries will be sorted by this column first) and one column as the secondary sort (entries will be sorted by this column second). Only one column can be set as the Primary Sort and only one column can be set as the Secondary Sort.

5. Select the **Fixed Left** check box to freeze the field in place when the user scrolls over to the right.
6. Select the field **Type**: checkbox, computed, date, file upload, long text, number, select multiple, select one, text, or time.
7. Click the **Edit Field** icon to set up or edit the field options, including profiles who can view and edit the specific field.
8. To delete a column, click the red **X**.
9. To add a column, click the green **+**.
10. To rearrange the order of the columns, click the left and right arrows.

The screenshot displays the 'Columns' configuration interface. At the top, there are four columns: 'Date', 'Contact Made By', 'Notes', and 'Files'. Each column has a header bar with icons for editing (pencil), deleting (X), and moving (left and right arrows). Red arrows point to these icons with labels: 'Add column' (green +), 'Edit field' (pencil), 'Move column left or right' (arrows), and 'Delete field' (X).

Columns +	Add column	Edit field	Move column left or right	Delete field
Date	Contact Made By	Notes	Files	
Primary Sort N/A	Primary Sort N/A	Primary Sort N/A	Primary Sort N/A	Primary Sort N/A
Secondary Sort N/A	Secondary Sort N/A Text	Secondary Sort N/A	Secondary Sort N/A	Secondary Sort N/A
<input type="checkbox"/> Fixed Left	<input type="checkbox"/> Fixed Left	<input type="checkbox"/> Fixed Left	<input type="checkbox"/> Fixed Left	<input type="checkbox"/> Fixed Left
Type: Date	Type: Text	Type: Long Text	Type: File Upload	

💡 Hover the mouse over the column name to view the log_field ID.

LOG_FIELD1

Date

Primary Sort

N/A

Secondary Sort

N/A

☐ Fixed Left

Type: Date

Computed

1. Enter the query for the computed field in the provided area.



The highlighted area provides instructions and an example query.

Computed Query

A query that returns a computed value for a student. The query must select columns aliased as **staff_id** and **value**. You may use **{year}**, **{school_id}**, **{staff_id}**, **{student_id}**, **{marking_period_id}**, and **{date}** as substitutions in your query.

Example: SELECT student_id, COUNT(*) AS value FROM student_report_card_grades GROUP BY student_id

```
SELECT DISTINCT ON (u.staff_id)
    u.staff_id,
    LTRIM(RTRIM(UPPER(CONCAT(COALESCE(pt.pay_type, ''), '
', COALESCE(pt.title, ' ')))) AS value
FROM users u
JOIN gl_pr_staff_jobs sj ON sj.staff_id = u.staff_id
JOIN gl_pr_staff_job_positions sjp ON sjp.staff_job_id = sj.id
JOIN gl_pr_positions p ON p.id = sjp.position_id
```



2. Either define the Search Options or enter a Filtering Options Query.


By supplying the select options or defining a filtering options query, users will be able to search on the computed field the same way other fields are searched on. If these options are not set up, then users will not be able to use More Search Options on the computed field as they can with other select field types.

Search Options:

- a. In the blank row, enter a **Code** and **Label** (what will display for the user) for the first option.
- b. Enter a **Sort Order** for the option. This will display the options in the defined order.



Search Options


Export:   Filters: OFF

	Code	Label	Sort Order	Min School Year	Max School Year	
	Y	Yes	2			<input type="checkbox"/> Inactive
	N	No	1			<input type="checkbox"/> Inactive

- c. If desired, enter the **Min School Year** and **Max School Year**, which are used to make these options only active within the range of school years.

Search Options



Export:   Filters: OFF



	Code	Label	Sort Order	Min School Year	Max School Year	
	Y	Yes	2			<input type="checkbox"/> Inactive
	N	No	1			<input type="checkbox"/> Inactive

- d. Press **Enter** to add the option.

The added row turns yellow. A new, blank row will display where you can add the next option.



Search Options

Export:   Filters: OFF



	Code	Label	Sort Order	Min School Year	Max School Year	
						<input type="checkbox"/> Inactive
	Y	Yes	2			<input type="checkbox"/> Inactive
	N	No	1			<input type="checkbox"/> Inactive

- e. Select the **Inactive** check box next to an option to inactivate it. Inactive options will not display for selection when the user opens the pull-down.

Search Options



Export:  

Filters: OFF



	Code	Label	Sort Order	Min School Year	Max School Year	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="checkbox"/> Inactive
	N	No	1	<input type="text" value="v"/>	<input type="text" value="v"/>	<input checked="" type="checkbox"/> Inactive
	Y	Yes	2	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="checkbox"/> Inactive

f. To delete an option, click the red minus sign to the left of the option and in the confirmation message, click **OK**.

Search Options

Export:  

Filters: OFF

	Code	Label	Sort Order	Min School Year	Max School Year	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="checkbox"/> Inactive
	N	No	1	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="checkbox"/> Inactive
	Y	Yes	2	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="checkbox"/> Inactive


sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

Filtering Options Query:
Enter a query that defines the options in the pull-down.



The highlighted area provides instructions and an example query.

Filtering Options Query

A query that defines the options in the pull-down. The query must select columns aliased as **id** and **label**. You may select columns aliased as **sort_order** and/or **inactive**. Any value other than null or 0 for the inactive column will make that option inactive. You may also use **{year}**, **{school_id}**, **{staff_id}**, **{student_id}**, **{marking_period_id}**, and **{date}** as substitutions in your query. If an option query is defined, options defined in the table above will be ignored.

Example: `SELECT staff_id AS id, CONCAT(last_name, ', ', first_name) AS label FROM users u WHERE EXISTS(SELECT " FROM user_enrollment ue WHERE ue.staff_id = u.staff_id AND ue.schools LIKE '%,{school_id},%' AND ('{date}' BETWEEN start_date AND end_date OR end_date IS NULL) AND CONCAT(", profiles, ") LIKE '%,1,%')`

Computed Table

Enter a query for the computed table.



The highlighted area provides instructions and an example query.

Computed Query

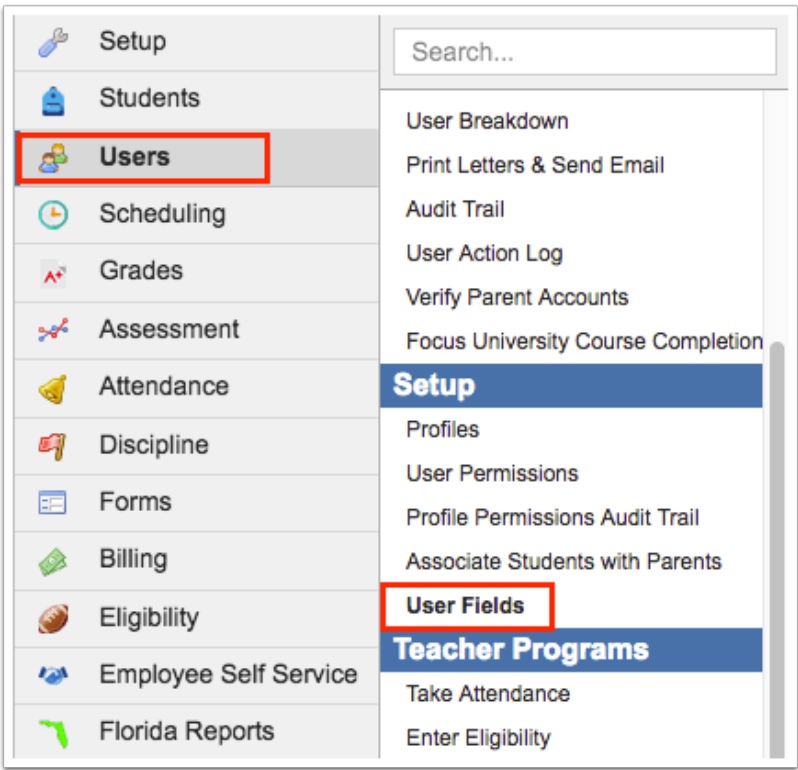
A query that returns a computed table for a student. The query must select a column aliased as **staff_id** and any other aliases will be column headers. You may use **{year}**, **{school_id}**, **{staff_id}**, **{student_id}**, **{marking_period_id}**, and **{date}** as substitutions in your query.

Example: `SELECT se.student_id, se.start_date AS "Start Date", se.end_date AS "End Date" FROM students s JOIN student_enrollment se ON se.student_id = s.student_id`

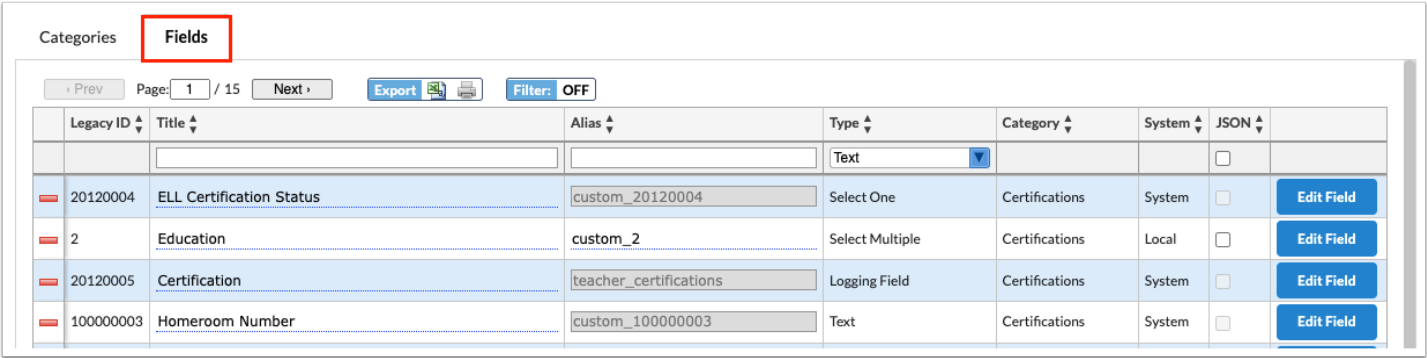
```
SELECT pdr.staff_id,
       cfso.code AS "Subject",
       cfso.label AS "Description",
       SUM(
         CASE
           WHEN
             pdr.bank_used = 1 AND
             pdr.banked_year IS NOT NULL AND
```

Editing a Field

1. In the **Users** menu, click **User Fields**.



2. Click the **Fields** tab.



3. Locate the field in the list and click **Edit Field**.

Categories		Fields							
<div> <div>Prev</div> <div>Page: 1 / 15</div> <div>Next</div> </div> <div> <div>Export</div> <div>Filter: OFF</div> </div>		Legacy ID	Title	Alias	Type	Category	System	JSON	
					Text			<input type="checkbox"/>	
		20120004	ELL Certification Status	custom_20120004	Select One	Certifications	System	<input type="checkbox"/>	Edit Field
		2	Education	custom_2	Select Multiple	Certifications	Local	<input type="checkbox"/>	Edit Field
		20120005	Certification	teacher_certifications	Logging Field	Certifications	System	<input type="checkbox"/>	Edit Field
		100000003	Homeroom Number	custom_100000003	Text	Certifications	System	<input type="checkbox"/>	Edit Field
		59	Gender	custom_59	Select One	General	System	<input type="checkbox"/>	Edit Field

4. Make the desired changes and click **Save**.

Edit Field: Education

Category

Form Categories

Select Categories

Certifications

Certifications Sort Order

Before Affidavit for Pre-K/Disabilities

Defaults

Value for New Users

State Reporting Fallback Value

Options

New User

Required

Visible on Add a User Search

Restricted

Help URL

Enter URL

Description

Description

Profiles (View Access)

AE Admin, Certification Specialist, ER...

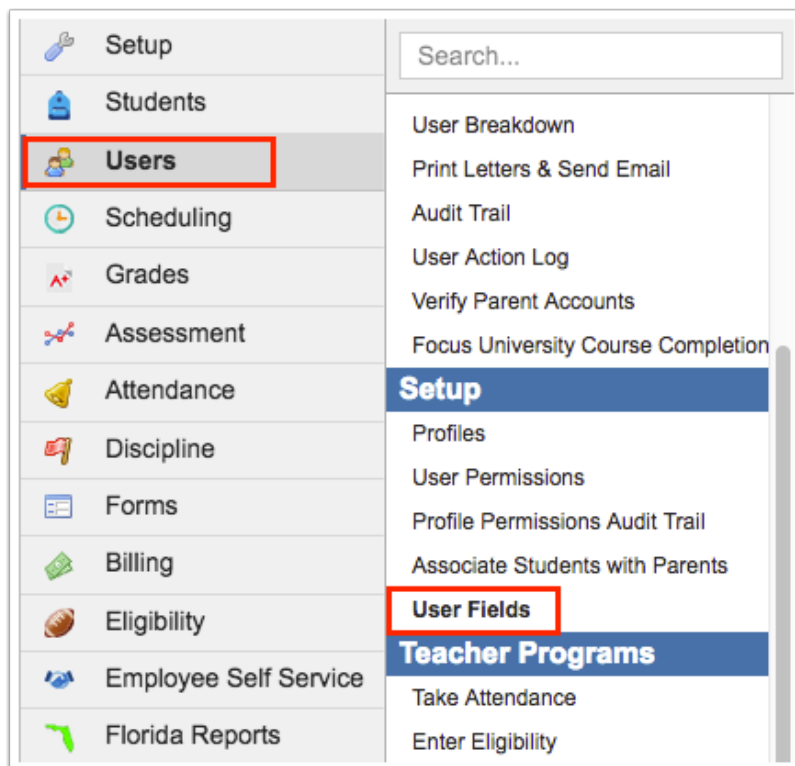
Profiles (Edit Access)

ERP HR Certification ERP Setup Su

Deleting a Field

i Only Local fields (fields created by the district) can be deleted. System fields cannot be deleted.

1. In the **Users** menu, click **User Fields**.



2. Click the **Fields** tab.

Categories **Fields**

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Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
20120004	ELL Certification Status	custom_20120004	Select One	Certifications	System	<input type="checkbox"/>	Edit Field
2	Education	custom_2	Select Multiple	Certifications	Local	<input type="checkbox"/>	Edit Field
20120005	Certification	teacher_certifications	Logging Field	Certifications	System	<input type="checkbox"/>	Edit Field
100000003	Homeroom Number	custom_100000003	Text	Certifications	System	<input type="checkbox"/>	Edit Field

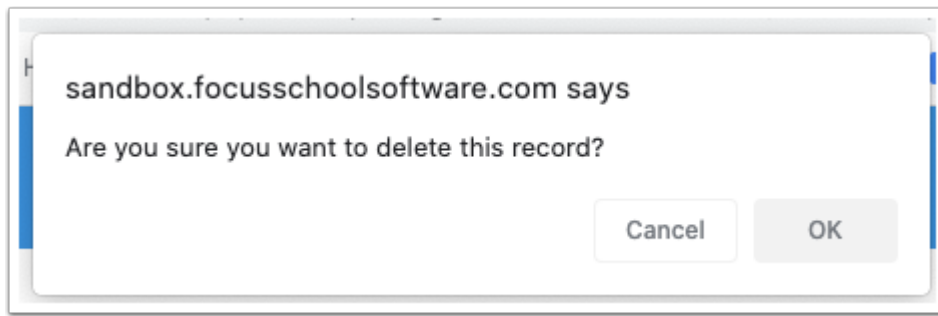
3. Locate the field in the list and click the red minus sign to the left of the field.

Categories **Fields**

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Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
	Approved Driver Checklist	custom_I1322	Logging Field	Off-Boarding Check List	Local	<input type="checkbox"/>	Edit Field
	Fingerprints	fingerprint	Logging Field	Fingerprints	Local	<input type="checkbox"/>	Edit Field
	Blackboard Username	blackboard_username	Text	General	Local	<input type="checkbox"/>	Edit Field
	Signature	custom_I1513	Signature		Local	<input type="checkbox"/>	Edit Field
	Long Text	custom_I1514	Long Text		Local	<input type="checkbox"/>	Edit Field
	Test	custom_I1542	File Upload	General	Local	<input type="checkbox"/>	Edit Field

4. In the confirmation message, click **OK**.



The field is deleted.