

LMS USER GUIDE

CREATING CUSTOM FIELDS

INFORMATION – This function is only available to **Section Administrators**. This function allows section administrators to add new human-resource fields to user records.

The **Custom Fields** feature allows you to supplement the default fields with your own custom fields. Your custom fields can be in the form of a drop-down list, or can be displayed as a text entry field.

Once created, a custom field cannot be renamed; the field must be removed and re-added

Section Admin Procedure

Section Admin Dashboard>Section Details

- 1) From the Section Details Screen Select the **Custom Fields quicklink**

The screenshot shows the E-nable LMS interface. At the top, there's a navigation bar with 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this, a breadcrumb trail reads '>> Section Admin Dashboard >> Section Details'. The main content area is titled 'Section: E>nable' and includes a 'Help' link. On the right, there's a 'Quicklinks' section with links for 'Manage Certificate', 'Support Contacts', 'Logo Dimensions', 'Custom Fields', and 'Edit Details'. A large red arrow points to the 'Custom Fields' link. At the bottom, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

- 2) Then select the **Add New Field** button

The screenshot shows the 'Custom Fields' management screen. It has a title 'View custom fields' and a subtitle 'Use this page to manage the custom user fields for your section'. Below this is a table with four columns: 'Name', 'Administrator', 'Learner', and 'Learner Read Only'. The table lists four existing fields: 'Pauls Field', 'Payment Method', 'Transaction Reference Number', and 'Manager - email address'. At the bottom of the table, there's a red arrow pointing to the 'Add New Field' button, which is highlighted with a red box. Other buttons at the bottom include 'Sequence Fields', 'Delete Field', and 'View Field'. At the bottom of the page, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2011 Virtual College Group PLC | All Rights Reserved'.

Name ↓	Administrator ↓	Learner ↓	Learner Read Only ↓
Pauls Field	True	False	False
Payment Method	True	False	False
Transaction Reference Number	False	True	False
Manager - email address	True	False	False

- 3) Complete the form and select **Save**

E-nable
the complete LMS solution Create > Manage > Deliver

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>> Section Admin Dashboard >> Edit Custom Field

Edit Custom Field

Field Name
Enter the name of the field

Edited By
Set whether the field can be edited by administrators and learners

☒ Admin Editable
☐ Learner Editable
☐ Learner Read Only

Field Type
Select how the user will enter values

☒ Free text field
☐ Drop down field

Save **Cancel**

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- 4) In this example the values are entered by a **Drop Down Box** select **Save**

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>> Section Admin Dashboard >> Section Details >> Custom Fields >> Edit Custom Field

Edit Custom Field: Dept

Field Name
Enter the name of the field

Edited By
Set whether the field can be edited by administrators and learners

☐ Admin Editable
☒ Learner Editable
☐ Learner Read Only

Field Type
Select how the user will enter values

☐ Free text field
☒ Drop down field

Possible Values
Enter values for the drop down box

Dept Level 2
Add

Dept Level 1

Delete

Save **Cancel**

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5) In this example the custom field uses a **Drop Down Box**

Organisational Details	
* Organisation	--- Please Select ---
* Department	--- Please Select ---
Job Title	
Job Title (Not In List)	
Employee Number	
Manager's Organisation	--- List Managers From Organisation ---
Manager	

Contact Details	
Title	Mr
Initials	
* Address 1	Marsel House
Address 2	
Town	Ilkley
County	West Yorks
* Postcode	LS29 8DD
Phone Number	
Country	
Birth Date	-- Day -- -- Month -- -- Year --
Payment Method	Cash

Custom & HR Fields	
Transaction Reference Number	

Save Cancel

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5) In this example a **Text Box** is shown

* Postcode	LS29 8DD
Phone Number	
Country	
Birth Date	-- Day -- -- Month -- -- Year --
Payment Method	Cash

Custom & HR Fields	
Transaction Reference Number	

Save Cancel

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- 6) The custom field can be sequenced by selecting **Sequence Fields** button.

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>> [Section Admin Dashboard](#) >> [Section Details](#) >> [Custom Fields](#) 15 December 2011

Custom Fields

View custom fields
Use this page to manage the custom user fields for your section

Name ↓	Administrator ↓	Learner ↓	Learner Read Only ↓
<input type="radio"/> Pauls Field	True	False	False
<input type="radio"/> Payment Method	True	False	False
<input type="radio"/> Transaction Reference Number	False	True	False
<input type="radio"/> Manager - email address	True	False	False

4 records

Add New Field **Sequence Fields**

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- 7) You can now decide in what position your custom field to be on the form

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Lay Out Custom Fields

Position the custom fields
Use this page to lay out the custom fields on the edit user form. Depending on their sequence they will appear between the static fields on the edit user forms.

Name ↓	Position ↓
<input checked="" type="checkbox"/> Payment Method	0
<input type="checkbox"/> Transaction Reference Number	0

Move Down Move Up Reset

Preview Order
Review the order that the custom fields will appear between static form fields.

User Type
FirstName
Surname
Email
User ID
Password
Expiry Date
Organisation
Department
Manager
Job Title - Drop Down
Job Title - Free Text