
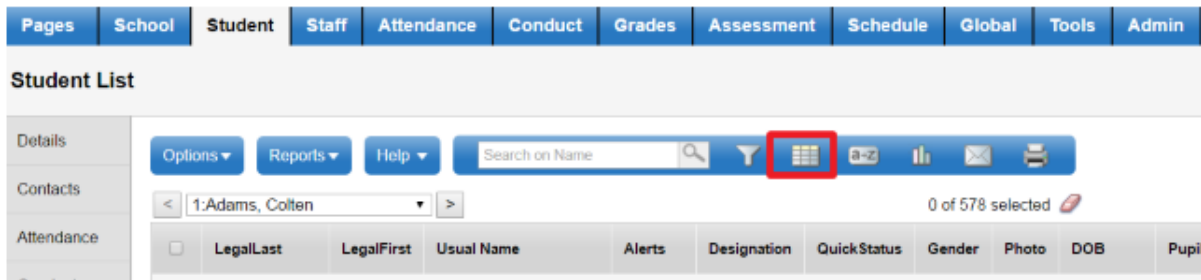


Managing Field Sets

Using the Field Set Menu

Throughout MyEdBC, you can use field sets to customize the columns that appear in a list (what you see). When you create field sets, you define the columns of information you want to see for every record on the page.


Manage your field sets in the menu bar of each page using the **Field Set** icon :

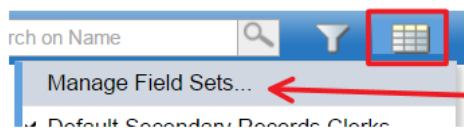


From this area of the page, you can do the following:

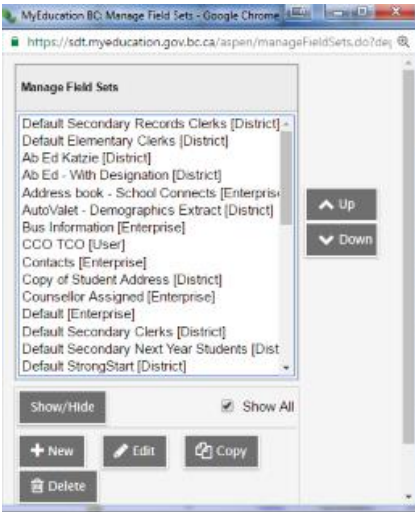
- Create a field set.
- Modify an existing field set.
- Delete a field set.

Create, Modify or Delete a Field Set

Click on the Field Set icon , and then select Manage Field Sets:



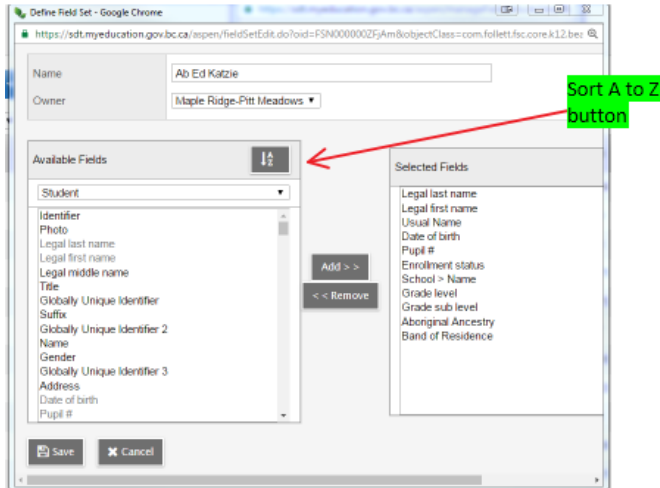
The Manage Field Sets dialogue box appears:



Then do one of the following:

To Create a Field Set

1. Click **New**
2. The Define Field Set dialogue box appears:




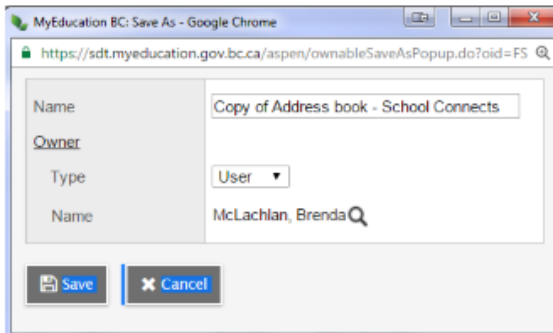
3. Type the name for the field set.
4. Click the **Owner** drop-down to select who will be given access to the filter:
 - a. **User:** to copy this field set for yourself or another user
 - b. **School:** to copy this field set for all users at your school
5. Select the **Available Fields** that you wish to include in your field set, and click **Add**
 - a. **Table:** Change the table to access more available fields to choose from
6. To remove a field set from the **Selected Fields** list, highlight it and click **Remove**.
7. When the **Selected Fields** list contains all the columns you want on your page, in the order you want them to appear, click **Save**.
8. Click **Close** to save your changes.


To Modify a Field Set

If you wish to edit a field set that you don't "own" (indicated by "School," "District," or "Enterprise") you can copy it:

- Make copy for yourself to use as a starting point for a new field set
- Assign a copy to another owner – either a user or school

1. Click on the **Field Set** icon , and then select Manage Field Sets:
2. Select the **Field Set** you wish to copy, and click **Copy**. The **Save As** dialogue box appears:




3. In the **Name** field, you can change the name of the field set
4. Click the **Owner Type** drop-down to select one of the following:
 - a. **User**: to copy this field set for yourself or another user
 - b. **School**: to copy this field set for all users at a school
5. At the **Owner Name** field, click  to select a different user if you're assigning this to a different user other than yourself.
6. Click **Save**. The new field set appears on the **Manage Field Sets** dialogue box at the bottom of the list and is ready for editing, or for the new user if you have assigned it to a different user..
7. If you wish to make modifications to the copied field set, follow the instruction above in the *Create Field set* section.

Delete or Show/Hide a Field Set


Deleting a field set deletes it from all user you have given access to. You can only delete field sets that you have the security role, or privileges, to delete.

To delete a field set:

1. Click on the **Field Set** icon , and then select Manage Field Sets:
2. Click to highlight the name of the field set you want to delete.
3. Click **Delete**
4. **Click Close to save your changes.**



To show/hide a field set from your field set view:

1. Click on the **Field Set** icon , and then select Manage Field Sets
2. Click to highlight the name of the field set you wish to show or hide
3. Click **Show/Hide**
4. Click **Close** to save your changes.