

TIP # DB06

“Customizing Database Fields in Administrator’s Plus” (for Administrator’s Plus users)

Scenario: You need to setup your fields in the database. Fields are numbered 1 – 260. Fields #10 through #260 are customizable by you.

1. Log into Administrator’s Plus as SUPERVISOR
2. Click DATABASE – ADDRESS
3. Click on “FIELDS”
4. Choose #1 “Enter Field Names for Students”
5. Now, decide which fields will hold you data and then re-name the fields.
6. Set the field type
7. Click on F10 ACCEPT when finished.
8. Repeat above for staff
 - a. In the address screen, click on FIELDS
 - b. Choose #2 “Enter Field Names for Staff”
9. You can also setup your field lengths for columnar reports by clicking on FIELDS – ENTER FIELDS LENGTHS for students or staff. Make sure the field length is set the maximum number characters necessary for the field.