

How to ... Create Attributes for Children, Users and Parents

Notes:

Customised attributes can be created for Children, Users and Parents. For example, a medical concern (for children) or a first aid qualification (for users) can be noted as an **Attribute**. If you are a school, these would be in addition to the data that comes across from your MIS. You need to have administrator privileges to manage children's details.

1. Add a New Attribute

Select

2. Attribute Details

Name your Attribute, for example **First Aid**.

Select who the attribute is applicable to.

- Pupil
- Employee
- Contacts

3. Recording the Attribute

Choose the type of information you want to record for the attribute from the drop-down menu

- Select attribute type
- Number
- Text
- Multiline Text
- Single selection list
- Multiple selection list
- Yes/No
- Date

If you choose **Single Selection List** or **Multiple Selection List** go on to Step 4, if not, jump to Step 5.

4. Single and Multiple Selection List

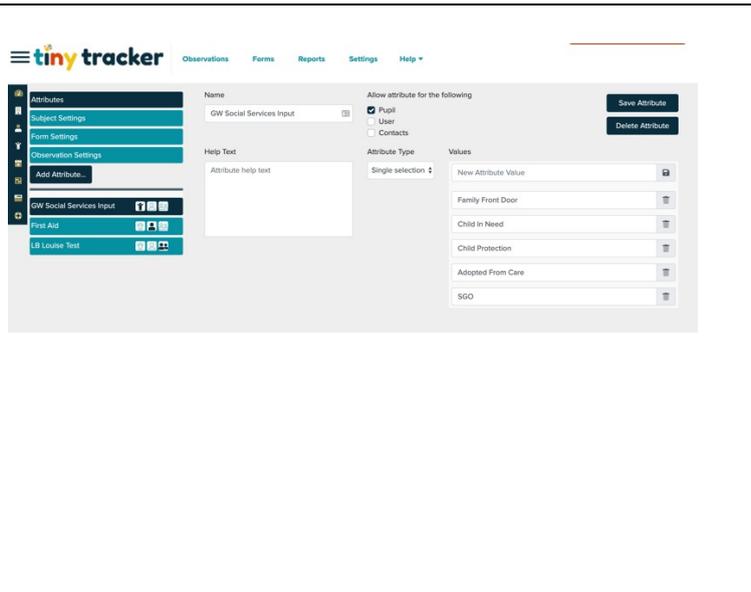
Single Selection List or Multiple Selection List need options for users to select.

Type your first option into the box:

Values

Select  to save and add another option.

Select 

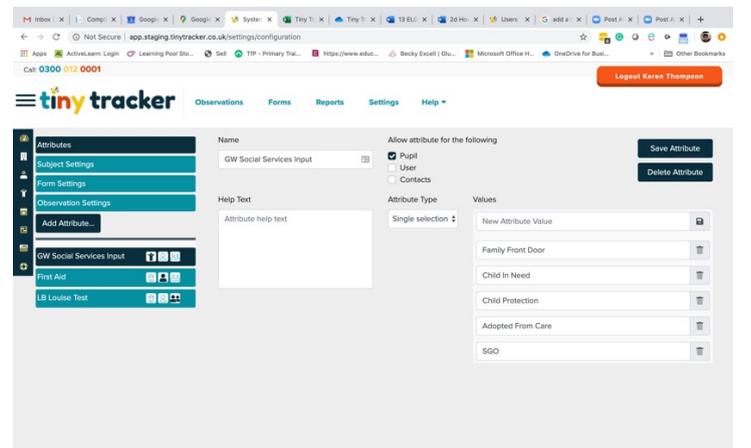


5. Viewing Attributes

The icons show who the Attribute is for:



-  Employee
-  Child
-  Contacts



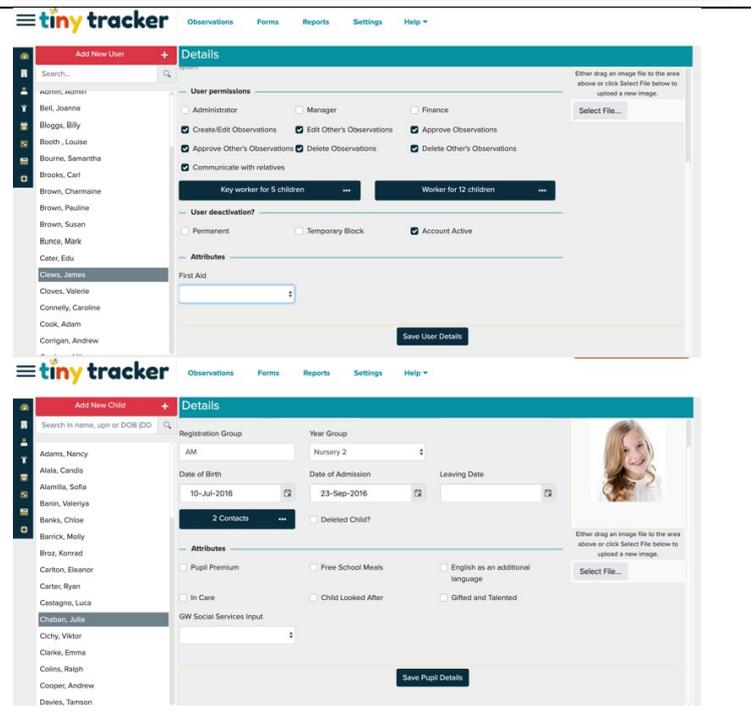
6. Applying Attributes

Select



from the Navigation Menu to access your Customised Attributes.

Attributes can be checked or selected from the drop down menus.

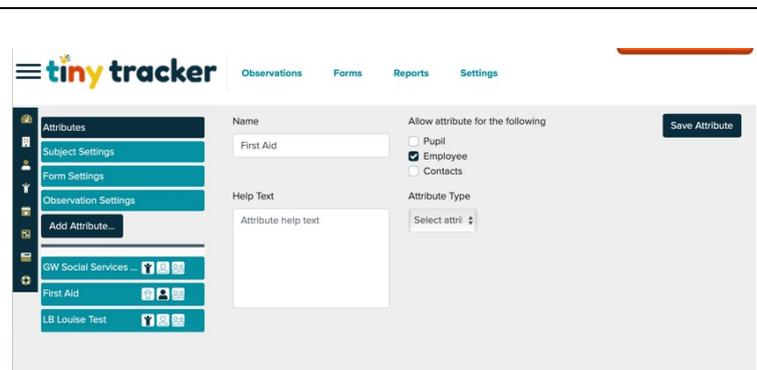


7. Editing Attributes

You can edit any of the Attributes you have created by selecting it from the menu.

Warning: Changing the attribute type (for example from Yes/No to Text) or changing the text of a Single Selection List or Multiple Selection List will delete any previously saved data.

Select  to confirm changes.



The screenshot shows the 'Editing Attributes' screen in the tiny tracker application. The top navigation bar includes 'Observations', 'Forms', 'Reports', and 'Settings'. A left sidebar menu contains 'Attributes', 'Subject Settings', 'Form Settings', 'Observation Settings', 'Add Attribute...', 'GW Social Services ...', 'First Aid', and 'LB Louise Test'. The main content area is for editing the 'First Aid' attribute. It features a 'Name' field with 'First Aid' entered, a 'Help Text' field with 'Attribute help text', and a 'Save Attribute' button. On the right, there are checkboxes for 'Allow attribute for the following' (Pupil, Employee, Contacts) and an 'Attribute Type' dropdown menu.