

Managing Existing Fields

To make changes to an existing field or to view the attributes that have been set for the field, select the Fields menu from Database Settings and the list of fields available in the database are presented in alphabetical order.

To filter on a particular description or text or attribute use the Filters at the top of the screen to limit the number of fields displayed. For example, to view only those fields that are defined as Rich Text fields, select the **Type** attribute and in the list displayed select "Rich Text". The system will immediately display only those fields where the Type matches Rich Text.

Clear the list to show all fields by clicking on the x at the side of the Filter.

Fields													Bulk Actions		
	Status	Display Name	RIS Name	Type	Mandatory	Single Entry	Public	Additional Search	All Fields Search	Data Search	Globalization	Actions			
	<input type="checkbox"/>	All	x	Rich	x	All	x	All	x	All	x	All	x		
1	<input type="checkbox"/>	✓	Abstract	Rich Text	✗	✗	✓	✓	✓	✓	None	Edit	Delete		
2	<input type="checkbox"/>	✓	Materials	Rich Text	✗	✗	✗	✓	✓	✓	None	Edit	Delete		
3	<input type="checkbox"/>	✓	New Rich text	Rich Text	✗	✗	✓	✗	✗	✗	None	Edit	Delete		
4	<input type="checkbox"/>	✓	Project Description	Rich Text	✗	✗	✓	✗	✓	✗	None	Edit	Delete		
5	<input type="checkbox"/>	✓	Summary	Rich Text	✗	✗	✓	✓	✓	✓	None	Edit	Delete		

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To perform any changes to a field, select EDIT and perform changes according to any preference, for example, to make a field available to select from the Additional Search list in Advanced Search. Remember to SAVE any changes before leaving the Field Edit form.