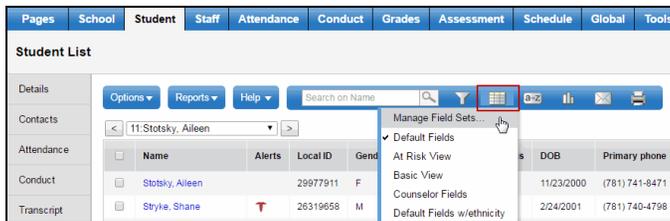


Managing Field Sets

Using the Field Set Menu

Throughout Aspen, you can use field sets to customize the columns that appear in a list. 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 upper right corner 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.
- Copy a field set.
- Delete a field set.

Note: You might not have security privileges to delete or edit a school- or district-owned sort order. See your Aspen system administrator for more information.

Create or Edit a Field Set

To create or edit a field set for a page:

1. Click the **Field Set** icon , and then select **Manage Field Sets**.

The Manage Field Sets dialog box appears:

2. Do one of the following:
3. To create a field set, click **New**.
4. To modify a field set, select the field set to highlight it, and click **Edit**.

The Define Field Set dialog box appears:

5. Type or edit the name for the field set.
6. Click the **Owner** drop-down to select who will be given access to the filter:
 - **User:** to copy this field set for yourself or another user.
 - **School:** to copy this field set for all users at your school.
 - **District:** to copy this field set for all users in your district.
7. Select the fields in the **Available Fields** list that you want to include in your field set, and click **Add**.

Note: In the **Available Fields** list, fields within each reference table are listed from most commonly used to least commonly used. To change this order to alphabetical, click the **Alpha Sort** button 

8. To remove a field from the **Selected Fields** list, highlight it and click **Remove**.
9. When the **Selected Fields** list contains all of the columns you want on your page in the order you want them to appear, click **Save**. The Manage Field Sets dialog box displays the field set you created or edited.
10. Click **Close**.

To test your new field set, select it from the Field Set list. The page displays the columns you selected in the order you specified.

Note: If you display the *Alerts* column in your field sets, it makes for even quicker access to student alert content.

Copy a Field Set

After you create a field set, you can copy it:

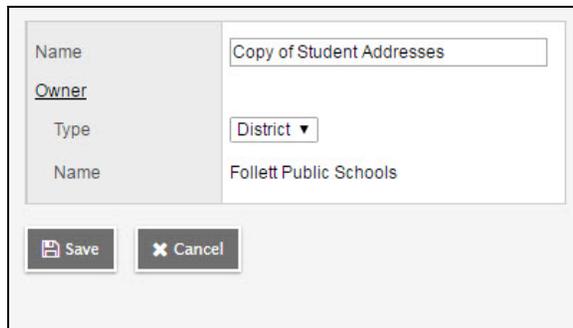
- Make a copy for yourself to use as a starting point for a new field set.
- Assign a copy to another owner – either a user, school, or the entire district (if you have appropriate security privileges).

To copy a field set:

1. Click the **Field Set** icon , and then select **Manage Field Sets**.

The Manage Field Sets dialog box appears:

2. Select the field set you want to copy, and click **Copy**. The Save As dialog box appears:



The image shows a 'Save As' dialog box with the following fields and controls:

Name	Copy of Student Addresses
Owner	
Type	District ▼
Name	Follett Public Schools

At the bottom of the dialog box are two buttons: **Save** and **Cancel**.

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:
 - **User:** to copy this field set for yourself or another user.
 - **School:** to copy this field set for all users at a school.
 - **Intermediate Organization:** to copy this field set for all users in your intermediate organization.
 - **District:** to copy this field set for all users in your district.

5. At the **Owner Name** field, click  to select a different user, school, or intermediate organization.
6. Click **Save**. The field set appears on the Manage Field Sets dialog box for the user you selected at the **User** field.

Delete a Field Set

You can delete sort orders that you've added to your **Field Set** menu. Deleting a field set deletes it from all users who have access to it.

Note: You might not have security privileges to delete a school- or district-owned filter. See your Aspen system administrator for more information.

To delete a field set:

1. Click the **Field Set** icon , and then select **Manage Field Sets**.
The Manage Field Sets dialog box appears.
2. Click to highlight the name of the field set you want to delete.
3. Click **Delete**.
4. Click **Close**.