

Field Properties

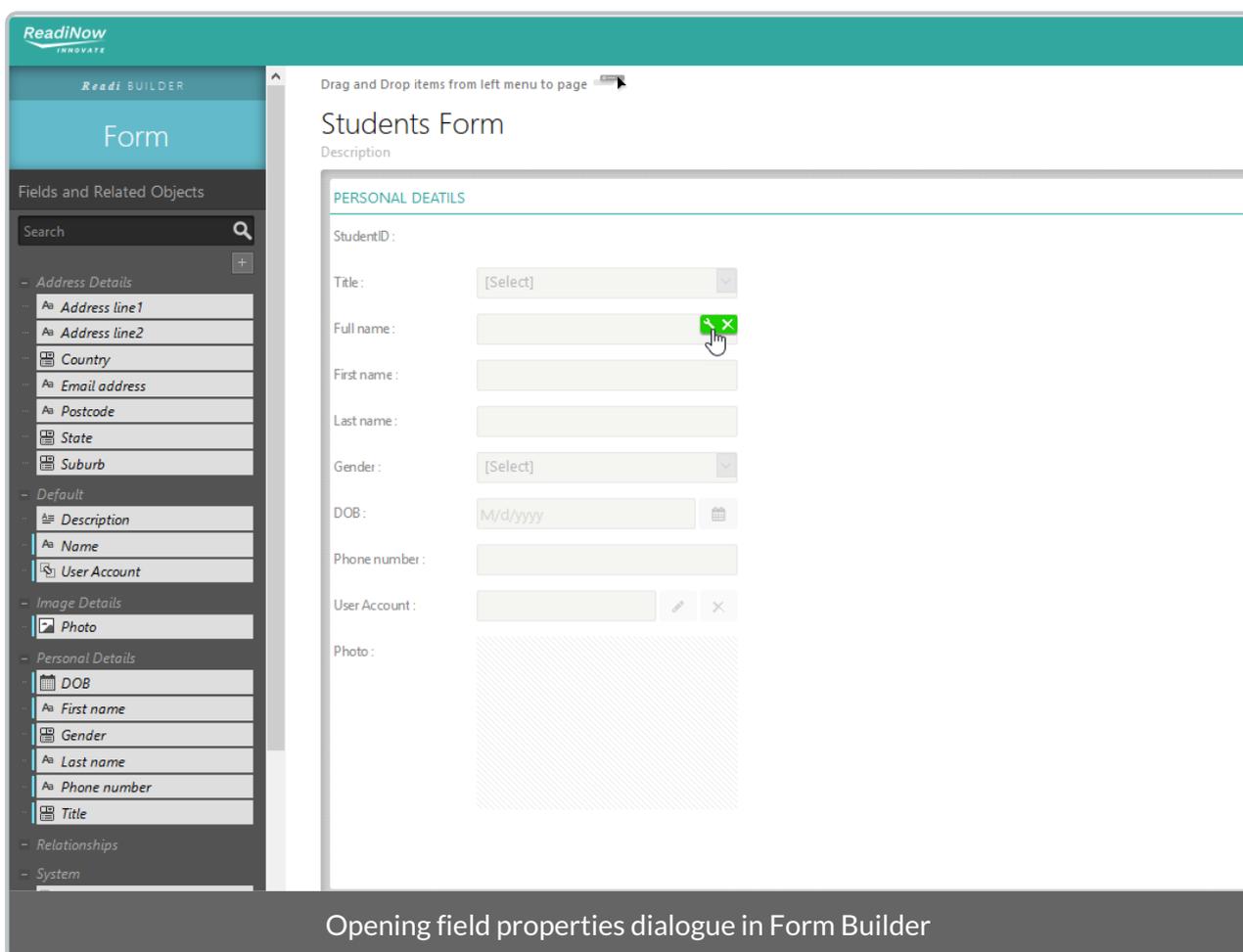
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Check the details of a field in the Field Properties dialog. Each Field Type has its Field Properties dialog.

Opening the Field Properties dialog

To open the Field Properties dialog:

1. Open Form Builder mode, see [Opening and Using Form Builder](#)
2. Hover over the desired Field. The control icons appear.
3. Select Configure icon. The Field Properties dialog displays.
4. Make any desired changes, then select **OK** to save.



Viewing Field Properties details

1. Open Field Properties dialog.
2. Select OPTIONS. The options tabs appear.
3. Select the desired tab:
 - **Form Detail** : Set whether Field is Mandatory or whether pop-up Help is available for this Field
 - **Form Behaviour** : Define Read Only and/or Visibility settings
 - **Object Detail** : Define Script name, Minimum and Maximum input size, Default values or Text Patterns
 - **Format** : Set Background Colour, Horizontal Resize or Vertical Resize
 - **Custom Form Validation** : Define a Boolean evaluated calculation used to validate the input in this Field

The screenshot shows a dialog box titled "Text Field Properties". It has a header bar with the title. Below the header, there are three input fields: "Field Name:" with the value "Text", "Display Name:", and "Description:". Below these fields is a section labeled "OPTIONS" with a caret icon. Under "OPTIONS", there are five tabs: "Form Detail" (which is selected and highlighted in black), "Form Behaviour", "Object Detail", "Format", and "Custom Form Validation". Below the tabs, there are two rows of settings: "Mandatory:" with an unchecked checkbox, and "Show Help:" with an unchecked checkbox. At the bottom right of the dialog, there are "OK" and "Cancel" buttons. At the very bottom of the dialog, there is a dark grey bar with the text "Field Type Properties Dialog".

Form Detail Tab

The Form Detail tab is where the Field may be set to Mandatory, and whether pop-up Help is available for this Field.

Text Field Properties

Field Name :

Display Name :

Description :

^ OPTIONS

Form Detail | Form Behaviour | Object Detail | Format | Custom Form Validation

Mandatory:

Show Help:

OK Cancel

Form Detail Tab

Checking the Mandatory box means a new Record created on this Form cannot be saved without a value in this Field. This will be indicated on Record creation by the red line adjacent to the field, as below:

Text:

Mandatory field on a Form

Checking the Show Help box means Pop-up Help will be available for this field. The text for the Pop-up Help is taken from the *Description* field in the Field Properties Dialog.

Text: 

Pop-up Help icon

Form Behaviour Tab

The *Form Behaviour* tab allows the definition of rules around a Field's Read-only and/or Visibility attribute.

The image shows a 'Text Field Properties' dialog box with the following details:

- Field Name:** Text
- Display Name:** (empty)
- Description:** (empty)
- OPTIONS:**
 - Form Detail** (disabled)
 - Form Behaviour** (active and highlighted with a red box)
 - Object Detail** (disabled)
 - Format** (disabled)
 - Custom Form Validation** (disabled)
- Control behaviour:** Read-only (calculated) (dropdown menu)
- Radio buttons:**
 - Always (disabled)
 - Calculated
 - Never (disabled)
- Expression box:** (empty)
- Buttons:** Search, f(x), </>, OK, Cancel

To configure the *Visibility* behaviour of the field, select *Visibility* from the *Control Behaviour* drop down, then select:

- *Always* - the expression box is disabled and the field will always be Visible. This will not delete an existing calculation in the expression box, but any calculation therein will be ignored
- *Calculated* - this requires a calculation that evaluates to a Boolean - when TRUE this field will be visible and when FALSE this field will not be visible
- Note that *Never* is not applicable to Visibility and is disabled

To configure the *Read-only* behaviour of the field, select *Read-only* from the *Control Behaviour* drop down.

- *Always* - the expression box is disabled and the field will always be Read-only. This will not delete an existing calculation in the expression box, but any calculation therein will be ignored
- *Calculated* - this requires a calculation that evaluates to a Boolean - when TRUE this field will be Read-only and when FALSE this field will not be Read-only

- *Never* - the expression box is disabled and the field will never be Read-only. This will not delete an existing calculation in the expression box, but any calculation therein will be ignored

Note that the setting applied to both Read-only and Visibility behaviours are shown in parentheses after each respective item. For example, in the screenshot below, *Read-only* is set to *Calculated* and *Visible* is set to *Always*.

