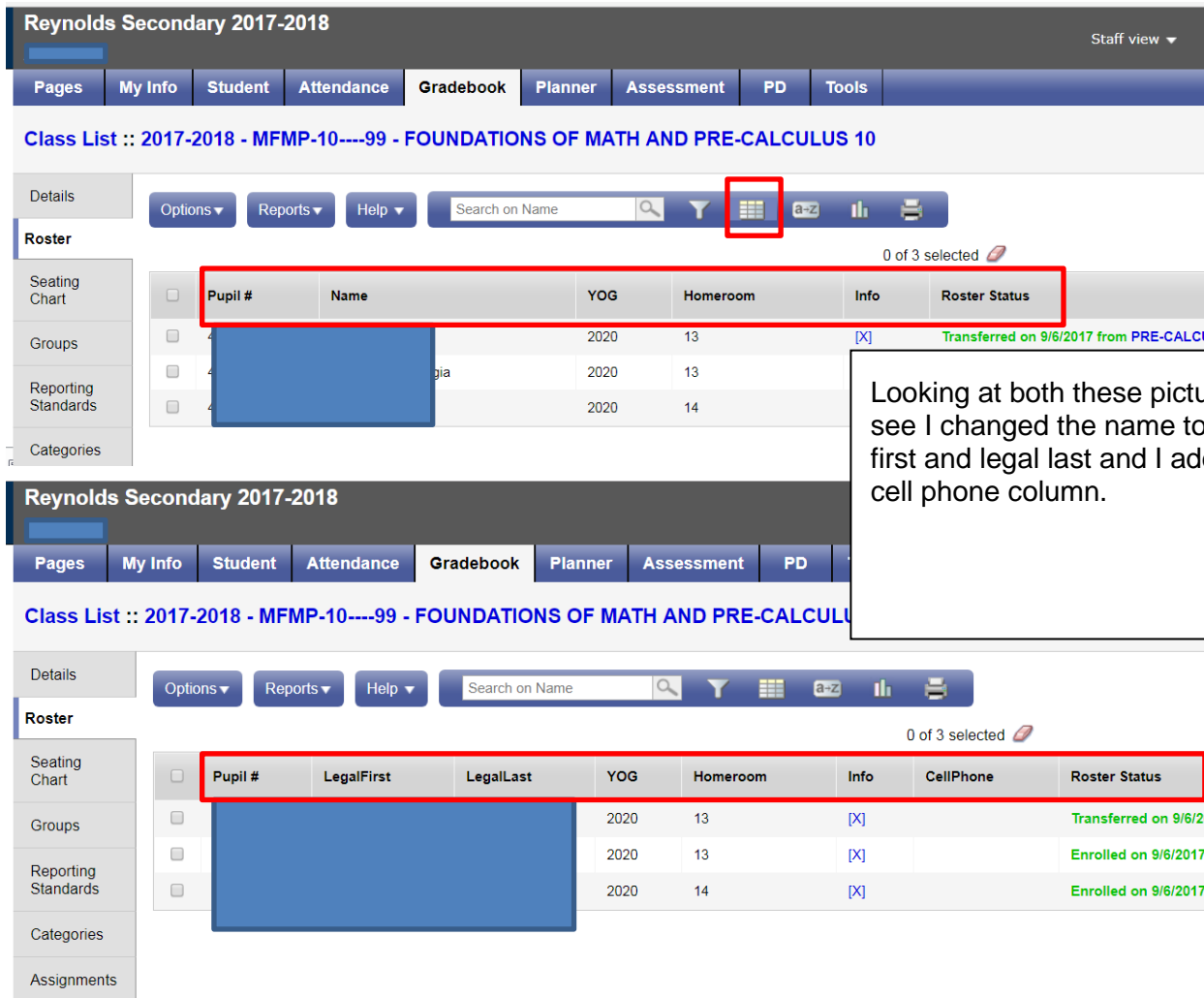# 1.0 Use Field Sets

Throughout MYED, 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 right-hand corner of each page using the Field Set menu icon ⊞:

Looking at both these pictures you see I changed the name to legal first and legal last and I added the cell phone column.
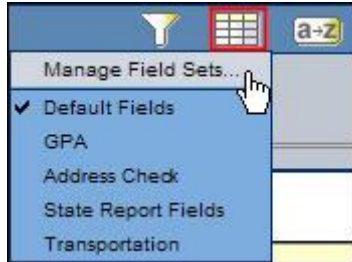
From this area of the page, you can do the following:

- Create a field set.
- Modify an existing field set.
- Copy a field set.
- Delete a field set.

2.0   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:
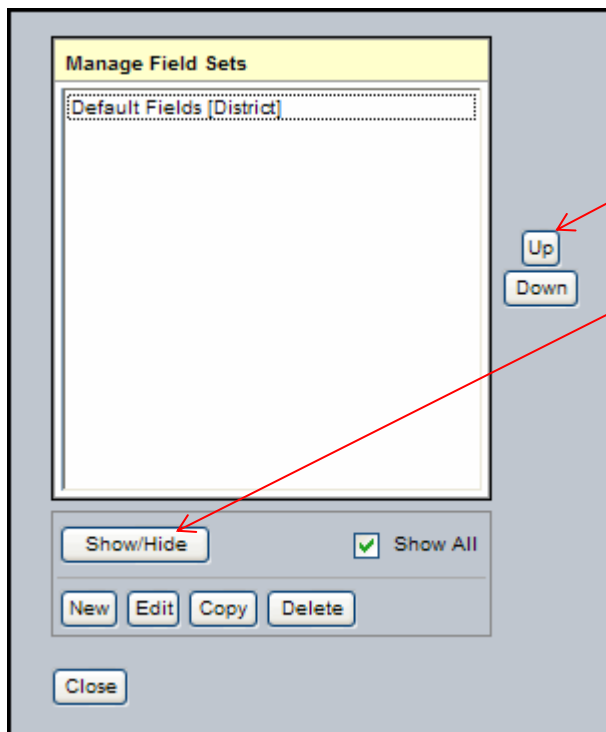
- Using the up and down buttons determines the order for easy viewing
- Using the Show/Hide Button allows you to grey out lists so that you do not have to see them in school view

Remember the field set at the top will be your default

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:

3. Type or edit the name for the field set.

4. 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.

5. Select the fields in the **Available Fields** list that you want to include in your field set, and click **Add.**

   - 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

   - 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

6. To remove a field from the **Selected Fields** list, highlight it and click **Remove.**

7. 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.

8. 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.

2.1   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:**
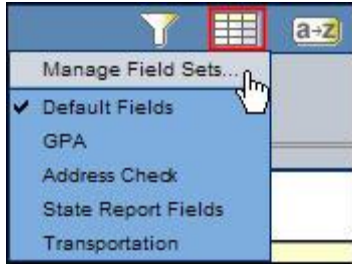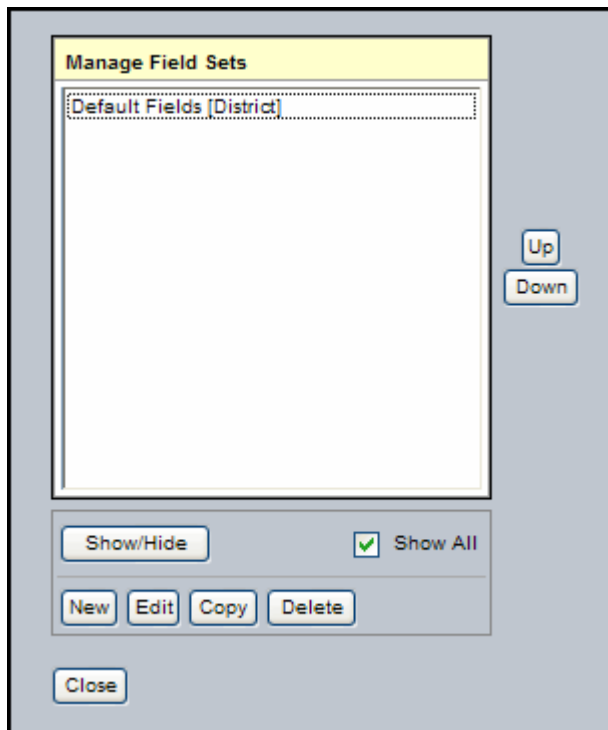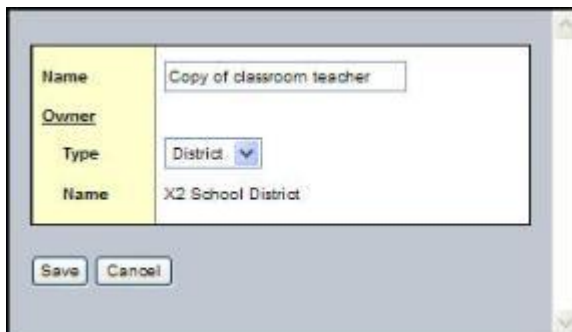
The Manage Field Sets dialog box appears:

Remember the only way to edit an Enterprise or District Field set is to **copy it first**

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


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.
- **District:** to copy this field set for all users in your district.
- **Enterprise:** to copy this field set for all users in your Enterprise.

5. At the **Owner Name** field, click 🔍 to select a different user, school, or district.

6. Click **Save.** The field set appears on the Manage Field Sets dialog box for the user you selected at the **User** field.

7. 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.
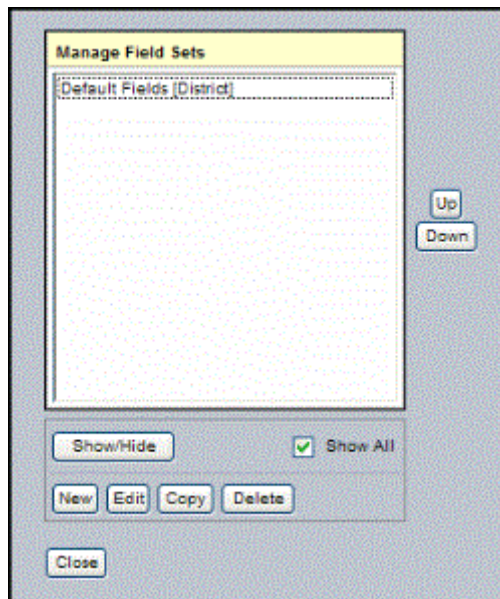
> **Note:** You might not have security privileges to delete a school- or district-owned filter. See your Aspen system administrator for more information.

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.**