

In order to help you set up your software, below are a few common user defined fields (UDFs) along with an overview of UDF types:

What are User Defined Fields?

- User Defined Fields (UDFs) are a feature of KidzPro that allows you to create fields for the information that is important to you. These Fields are then displayed during the Check In process to allow the Check In operators to easily provide the appropriate information.

All UDFs have various options to customize the way they work within KidzPro. And depending on the actual type of field there could be additional customizable options.

UDFs can be applied to:

Members: These apply to all members in KidzPro

Guardians: These apply only to "Gurdian" type members

Children: These apply only to "Child" type members

Volunteer: These apply only to "Volunteer" type members

Family: These apply to an entire Family of members

User Defined Field Options

Type: This can only be set when the UDF is initially created. It indicates the type of data this field will be collecting. Currently the available options are Checkbox, Date/Time, Numeric, Selection, and Text.

Description: This is the label that will be displayed in front of the field during Check In and will also head the field when printed on Badges or Reports. All fields should have a unique Description.

Print on Badge: This option indicates if this field's data should be printed on the badge for a member. Because space on the badges is limited it is recommended you only print the essential information on them. Any *Family* type UDFs marked with *Print on Badge* will print on the badges for all members within that Family.

Protected: This option will cause an additional confirmation to be shown if the Check In operator attempts to change the value of the field. This is useful for situations like "Allergies" where the information there should not be easily or accidentally changable.

Admins Only: Setting this option will cause the UDF to only be displayed to Administrator Check In operators.

Display: This option controls how the field is displayed by default. This option has 3 possible values; *Always*, *Hidden*, and *Never*.

Always will cause the UDF to always be displayed.

Hidden will allow the Check In operator to view and change the field but only by clicking the arrow on the member's panel during check in. This helps the screen area clean and not over-whelming the check in operators by not showing information that is infrequently changed.

Never will make the field no longer display. This is useful if you want to allow information to be collected for some period of time, and then no longer be shown but still be stored within KidzPro.

FOR MORE DETAILS ON THE UDF TYPES, CHECK OUT THE *ADDITIONAL UDF OPTIONS* IN THE HELP FILE

COMMON USER DEFINED FIELDS ALONG WITH THEIR TYPE:

| <u>UDF</u> | <u>TYPE</u> |
|--|--|
| <i>Specific to Children</i> | |
| Allergies | Text |
| Medical Conditions | Text |
| Comments | Text |
| Birthdate | Date/Time |
| Grade | Selection |
| School | Text |
| Bags | Numeric (Must also turn on <i>use bag badges</i> in system management) |
| Small Group | Selection |
| <i>Specific to Guardians</i> | |
| Location | Selection |
| Email | Text |
| Cell phone | Text |
| Member | Checkbox |
| <i>Specific to Volunteers</i> | |
| Background Check | Checkbox |
| Start Date | Date/Time |
| Birthdate | Date/Time |
| <i>Specific to Family</i> | |
| Pager # | Numeric |
| Cell Phone | Text |
| Email | Text |
| Family ID | Numeric |
| <i>Specific to Members (Children, Guardians, and Volunteers)</i> | |
| Comments | Text |
| Member ID | Numeric (See Help File) |

Above are just a few common UDFs, but by no means is this an extensive list of what you can do with the UDF option.