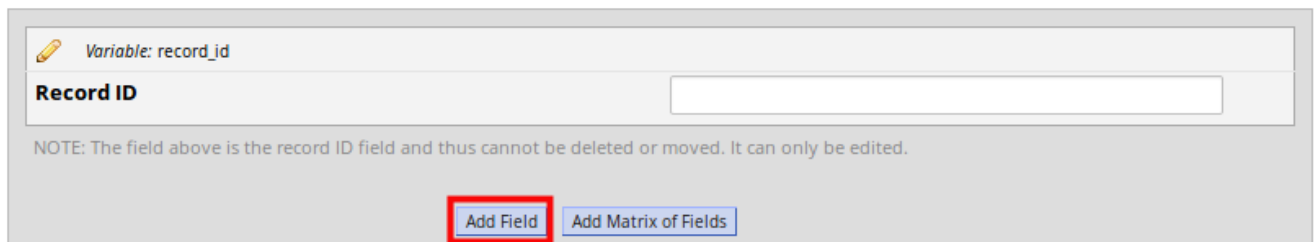


Online Designer Overview

- Select an instrument and click **Add Field**



Variable: record_id

Record ID

NOTE: The field above is the record ID field and thus cannot be deleted or moved. It can only be edited.

Add Field Add Matrix of Fields

- Select the drop-down for the **Field Type** and choose one the of the options. For available field type click [here](#)

Field Types video (4 min).' Below this text is a 'Field Type:' label followed by a dropdown menu showing '---- Select a Type of Field ----'. The dropdown arrow is highlighted with a red box." data-bbox="103 382 932 562"/>

Field Type Options

Add New Field ✕

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the 🎥 [Field Types video \(4 min\)](#).

Field Type: ---- Select a Type of Field ---- ▾

Add New Field
✕

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

Field Type: Text Box (Short Text, Number, Date/Time, ...)

Field Label [How to use Piping](#)

Action Tags / Field Annotation (optional)

[Learn about Action Tags](#) or [using Field Annotation](#)

Variable Name (utilized during data export)

ONLY letters, numbers, and underscores Enable auto naming of variable based upon its Field Label?

Validation? (optional) --- None ---

– or –

Enable searching within a biomedical ontology -- choose ontology to search --

Required?* No Yes

* Prompt if field is blank

Identifier? No Yes

Does the field contain identifying information (e.g., name, SSN, address)?

Custom Alignment Right / Vertical (RV)

Align the position of the field on the page

Field Note (optional)

Small reminder text displayed underneath field

Options

- **Field label** - This will be the "question" you are asking on the form
- **Variable Name** - It is good practice to keep these short. They will also be unique.
- **Validation** - Use it to improve data quality
- **Biomedical Ontology** - An ordinary text field on a survey or data entry form can have a special feature enabled that provides auto-suggest functionality for real-time searching within biomedical ontologies.
- **Required** - making the field mandatory. You will not be able to save the form until data has been entered in the field.
- **Identifier** - are you collecting identifiable information? By allocating a field as an identifier you can control data access.
- **Custom Alignment** - You can align the field to present the field label more clearly.
- **Field Note** - any field notes will appear under the field to support data entry