

Administration  
**User Field Colour Coding**



# **TrackOne**

**S T U D I O**

This document will assist you in the setup and maintenance of your preferred User Field entries and the colours in which are selected to identify each of these User Fields throughout the Suite.

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to [helpdesk@trackonestudio.com](mailto:helpdesk@trackonestudio.com).

## Viewing the User Field Maintenance List

| User Field Description | Data Type | Is Filtering Field | Identifying Colour | Default Value |
|------------------------|-----------|--------------------|--------------------|---------------|
| Learning Support       | Boolean   | True               | #FFD517            | N             |
| Gifted & Talented      | Boolean   | False              |                    |               |
| ESL                    | Boolean   | False              |                    |               |
| EAP                    | Boolean   | True               |                    |               |
| Accelerated            | Boolean   | False              |                    |               |
| Repeated               | Boolean   | True               |                    |               |
| Agency report          | Boolean   | True               |                    |               |
| Gift Acceleration      | Boolean   | False              |                    |               |
| Award Holder           | Boolean   | True               | #000000            | N             |
| Award Type             | List      | True               |                    |               |

1. Login to the application with your Administrator account.
2. Select **Admin** from the top of the left-hand task panel.
3. Select **General Setup**, followed by **User Fields**.
4. The **User Field Management** page will now appear, and all existing user field types will be listed to view based upon the Description, Data Type, Filtering Field and the Identifying Colour.

| User Field Description    | Data Type   | Is Filtering Field | Identifying Colour | Default Value |
|---------------------------|-------------|--------------------|--------------------|---------------|
| Age                       |             | False              |                    |               |
| Form/Class                |             | False              |                    |               |
| Form Teacher              |             | False              |                    |               |
| Personal Email            |             | False              |                    |               |
| Personal Mobile Phone     |             | False              |                    |               |
| House/Guardian            |             | False              |                    |               |
| Days Absent               |             | False              |                    |               |
| Days Late                 |             | False              |                    |               |
| Enrolment                 |             |                    |                    |               |
| Mails                     |             |                    |                    |               |
| Non English Speaking      | #794044     | N                  |                    |               |
| NCCO                      | #3d43a3     | N                  |                    |               |
| Exam Provision EXTRA TIME | purple      | N                  |                    |               |
| Exam Provision LEC        | orange      | N                  |                    |               |
| FLP                       | GreenYellow | N                  |                    |               |
| Abdominal Claustrophobia  | yellow      | N                  |                    |               |
| Special Needs Overall     | #ff3333     | N                  |                    |               |
| Position in Family        |             |                    |                    |               |
| Monitor Progress          | Tan         | N                  |                    |               |
| Reader/Scribe as required | SkyBlue     | N                  |                    |               |
| Alert (Other)             | Green       |                    |                    |               |

## Editing the Identification Colour

- Click on the pen icon on the far-right hand side of the User Field that you wish to adjust. The box below will appear. Here you can amend the Description of the User Field, the Colour that the Suite will display this User Field as, and the Filtering/Value settings.

**User Field**

Description:

Enable filtering by this user field:

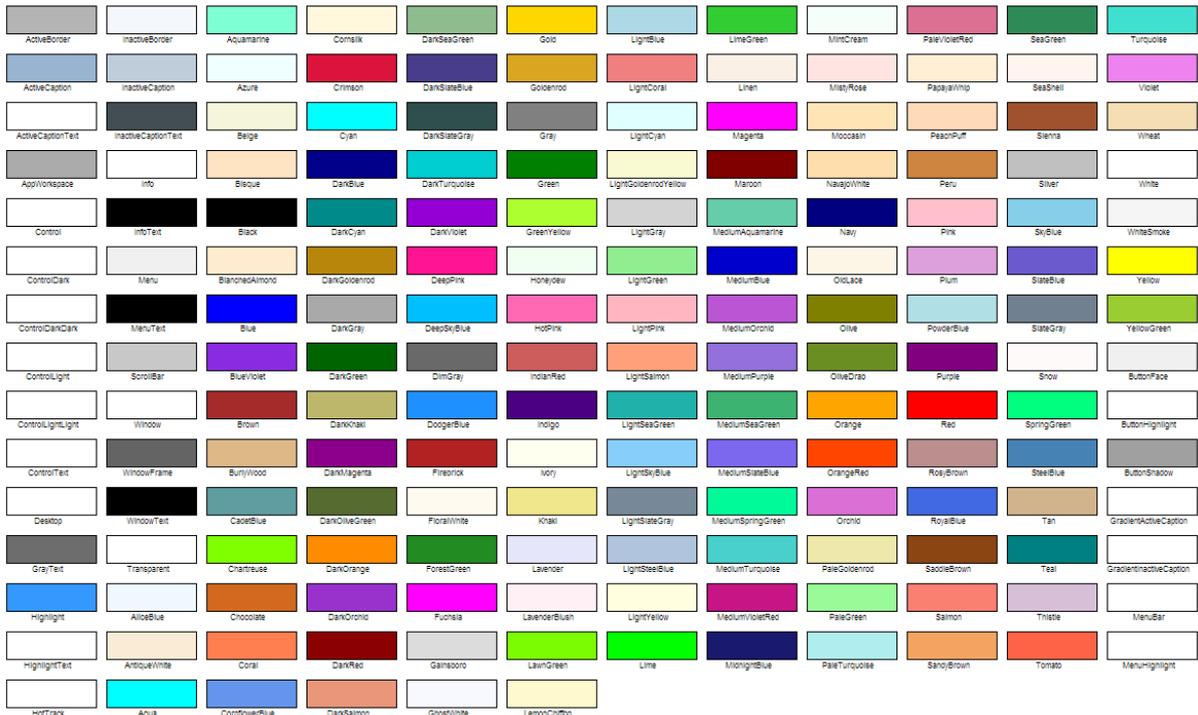
Identification Colour:

Default Field Value:

- Hex Colour Codes or System Drawing Codes are accepted by the Suite. For the purpose of this demonstration, we will use the System Drawing Codes which are listed for your convenience on the next page, or by following the link below:

<https://bit.ly/2Mrsn78>

- Select your colour code and type into the **Identification Colour** box.



**User Field**

Description:

Enable filtering by this user field:

Identification Colour:

Default Field Value:

8. Once you have entered the new colour code, select **Update** to finalise.
9. Return to the **Analytics** side of the application, select **Class Results** and then **Class Placemat**. Open any Placemat to ensure the colour change has successfully updated within the User Field legend.

- Class Results
  - ▶ Class Summary
  - ▶ Class Overview
  - ▶ **Class Placemat**
  - ▶ Class Goals
  - ▶ Queued Class Reports
- Subject Results
- Cohort Results

|           |  |
|-----------|--|
|           |  |
| X         |  |
| No Result |  |

- Non English Speaking
- NCCD
- Exam Provision LEC
- PLP
- Alternative Curriculum
- Special Needs Overall
- Monitor Progress
- Reader/Scribe as required
- Alert (Other)

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