ADDING FIELDS TO A TRACKER

Step

1. Create the Tracker

2. **Add fields to the Tracker**

3. Add items to the tracker

4. View or List the results

5. Assign Trackers to Groups

Details

Admin names the tracker, and assign overall parameters and permissions

Admin defines the columns and type of information collected

Users fill out the forms to create *items* in the tracker

Use plugins to view a customized tracker output in a page

optional - trackers can also be used upon registration.
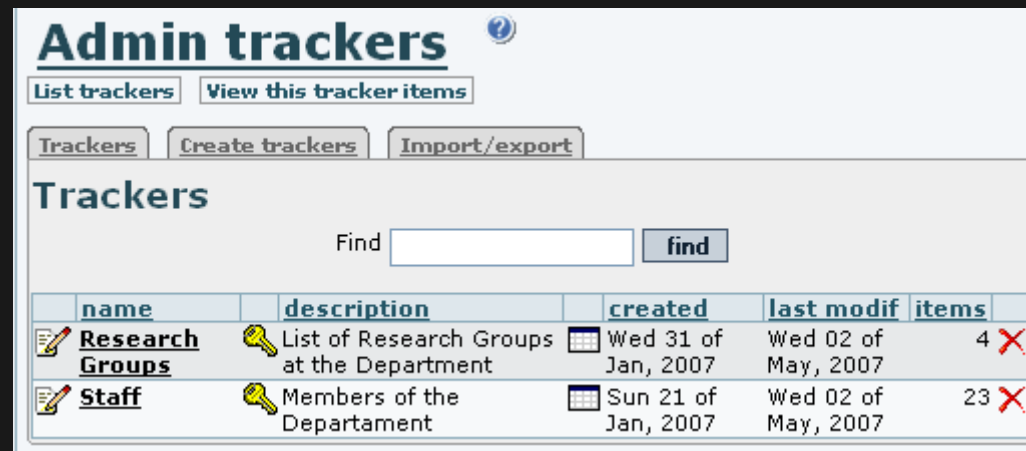
Help Page

Creating a Tracker

Adding fields to a tracker

Adding items to a tracker

Viewing Tracker Results

Assigning Trackers to groups

In Tiki, the columns of this tracker are called **fields** and rows are **items**. Trackers can have any set of fields and any number of items. The columns, or fields, will contain the data about each row, or item, in the table. You can add, remove and list items that you want to track. You can add comments or attach files to each item tracked. You can assign users and groups to each item and, when the item is opened, it will appear in the user-preferences screen. You can monitor Trackers by email. Simple workflows can be modeled using one or more Trackers.

To make a Tracker useful and usable, you add some fields to it to capture the data you want to collect. You can administer fields by going to the the "Admin Trackers" list, and clicking the Fields icon ( ).

To add a field, click the Fields action from the Trackers list, then fill in the form that appears indicating the field name, field type, and any applicable options. You can use the field types listed at the end of this page.

At least one of the fields in your Tracker must be the "main" field, which links to the item's details from the Tracker listing. This attribute is controlled by the "Column links to edit/view item?" checkbox. You can also indicate if the field is visible or not in the Tracker item list using the "Is column visible when listing tracker items?" checkbox. If a Tracker has a lot of fields you may want to use this checkbox to remove some of them from the item listing, for easier viewing.

Admin tracker: Staff

List trackers | Admin trackers | Edit this tracker | View this tracker items

Edit tracker fields

Name:	Name and surnames
Type:	text field
Text options: 1,size,prepend,append,max with size in chars, prepend will be displayed before the field append will be displayed just after, max is the maximum number of characters that can be saved, and initial 1 to make that next text field or checkbox is in same row. If you indicate only 1 it means next field is in same row too.	0,20,,,100
Is column visible when listing tracker items?	☑
Column links to edit/view item?	☑
Column is searchable?	☑
Field is public? (for use thru trackerlist plugin)	☑
Field is hidden?	not hidden
Field is mandatory?	☑
Order	10
	Save

Some Tracker field types have options you can set. For example, the drop-down field's items are entered separated by commas. The default value for a drop-down field is set by entering the value twice consecutively, separated by comma. The default can be set to any item in the list, no matter what position the item is placed in the list. In the screenshot below "Academic Staff" has been set as the default by entering it twice.

Edit tracker fields

Name:	Activity
Type: *Dropdown options: list of items separated with commas.Default value is specified by having the value indicated twice consecutively*	drop down Academic Staff,Academic Staff,Research Staff,Academi
Is column visible when listing tracker items?	☑
Column links to edit/view item?	☐
Column is searchable?	☑
Field is public? (for use thru trackerlist plugin)	☑
Field is hidden?	not hidden
Field is mandatory?	☑
Order	70
	Save

Once you have entered several fields, defining their type, options and visibility, you will see a list similar to this one:

Tracker fields

Find [   ] find [100] rows

Id	position	name	type	options	isMain	Tbl vis	Searchable	Public	Hidden	Mandatory	
5	edit 10	Name and surnames	text field	0,20,,,100	y	y	y	y	n	y	✕
8	edit 20	User	user selector	1	n	y	n	y	n	y	✕
41	edit 25	Group	item link	5,26	n	y	y	y	n	n	✕
9	edit 30	Group IP	items list	5,29,8,26,1	n	y	y	y	n	n	✕
11	edit 40	Phone	numeric field		n	y	n	y	n	y	✕
30	edit 50	E-mail	email	1	n	y	y	y	n	y	✕
12	edit 60	Contract type	drop down	Professor,Associate Professor,Assistant...	n	n	n	y	n	y	✕
35	edit 70	Activity	drop down	Academic Staff,Research Staff,Academic...	n	y	y	y	n	y	✕
36	edit 80	Office	text field		n	y	y	y	n	n	✕
39	edit 85	Picture	image	50,50,100,100,400	n	n	n	y	n	n	✕
37	edit 90	Web	text field		n	n	n	y	n	n	✕
38	edit 100	Active?	drop down	yes,yes,no	n	n	n	y	y	y	✕
40	edit 120	Campus	drop down	Ramon Margalef Building - 1st floor,...	n	n	n	y	n	n	✕

Page: 1/1
1

Note in this graphic the "is main" column. A "y" or yes, means you have checked the "Column links to edit/view item?" checkbox.

The list also indicates whether a field will be visible in the item listing, and allows you to edit or remove fields accordingly using this list's Actions.

Hint: One default field in any tracker is the "Status" field, which tracks whether an item is open or closed. This field is *not* visible in the Fields listing.

EXPLANATION OF FIELDS

Local URL: tiki-admin_tracker_fields.php?trackerId=2

Each form includes a number of different fields:

OPTION	CHOICES	EXPLANATION

THE PARAMETERS OF A FIELD

All tracker fields have parameters, which control how they work and display in the tracker. For more info see tracker field types. Here is an explanation of some of the options common to many fields.

OPTION

Type

CHOICES	PARAMETERS	EXPLANATION
Text input	*size*	
	prepend	will be displayed before the field
	append	will be displayed just after
	max with size in chars	

xListSize	size in pixels of the horizontal axis in "List View" mode (automatically rescaled if the upload image is larger)
yListSize	size in pixels of the vertical axis in "List View" mode (automatically rescaled if the upload image is higher)

| *xDetailsSize* | size in pixels of the horizontal axis in "Item View" mode (automatically rescaled if the upload image is larger) |
| *yDetailsSize* | size in pixels of the vertical axis in "Item View" mode (automatically rescaled if the upload image is higher) |

uploadLimitScale	maximum size of a picture. If the image is larger or higher, the uploaded image will be rescaled automatically- the initial image will not be saved
Heading	Creates a new section in create tracker item view (divides the form into sections), Field title is displayed as heading 2, description below.

For more detail

OPTION

CHOIC ES	EXPLANATION

Is column visible when listing tracker items?

Column links to edit/view item?

Column is searchable?

Field is public?

Field is hidden?

tick/untick	Adds/removes the column from the list view.
tick/untick	links from list view to item view, normally only the leading column should link
tick/untick	makes column data searchable by . . .
tick/untick	hides/reveals columns displayed using the trackerlist plugin.
tick/untick	'not hidden': every body who can see the item can see and edit the field.

"   'visible by admin only': only admin can see and edit the field and its value.

"   'editable by admin': everybody who can see the item can see the field and its value, but only admin can edit their value.

"   'visible by creator and admin': the field and its value can be seen in tracker list only for admin and only for a new item or an item belonging to a user (see @@ for the definition of belonging)

" 'visibleBy' with a list of groups: After all the previous conditions have been checked, the user default group must be in the list of these groups to see the field. A field that is seen but not editable appears in an input form.

" 'editableBy' with a list of groups: After all the previous conditions have been checked, the user default group must be in the list of these groups to see and edit the field

Field is mandatory?

Order:

Description:

tick/untick	User must complete this field to save the item. Usually to be mandatory means that the value must not be empty. But a mandatory checkbox has no sense, because a checkbox has always a value y or n (yes/no). If you want a behavior like for a disclaimer, please use a mandatory radio button (accept/do not accept)
integer	Row order of the field
	descriptive text which is (sometimes) included in the cell with the input field

You can find more information on these tracker fields here:

- Action Tracker Field
- Articles Tracker Field
- Attachment Field
- Auto-Increment Field
- Category Tracker Field
- Checkbox Tracker Field
- Computed Tracker Field
- Currency Amount Tracker Field
- Date Tracker Fields
- Drop Down - Radio Tracker Field
- Duration Tracker field
- Dynamic items list
- Email Tracker Field
- Email folders Tracker Field
- Files Tracker Field
- Geographic feature Tracker Field
- Google Maps Tracker Field
- Heading Tracker Field
- Icon Tracker Field
- Image Tracker Field

- System Tracker Field
- Tags Tracker Field
- Textarea Tracker Field
- Tiki Manager Tracker Field
- URL Tracker Field
- User Groups
- User Preference Field
- Webservice tracker field
- Wiki page tracker field