Datasets

(7.0.5)

Some kinds of data in Zenario are designed to be extensible; that is to say that the fields of those data records are not limited, and you as a site administrator can add your own custom fields.

When something is dataset-based, it has a small number of standard "system" fields, but importantly it means that an administrator can add additional custom fields.

So for example, Users & Contacts have some standard "system" fields like Email, First Name and Last Name. But the extensibility means that you can easily add custom fields like Gender, Phone, Qualifications, Country, Date of Birth or all manner of other fields that you may need for your site.

This chapter explains how to work with dataset-based data, including how to add custom fields and make them behave in the way you want.

Working with Datasets

Types of Dataset field

Dataset fields can be any one of a range of different types, according to the type of data you need.

Fields can be distributed as you wish across the various tabs of an admin box, or of course you can create your new tabs for the custom fields. These new fields can also be shown on the front-end in some situations.

You can add fields of the following types:

- ❖ Groups (for Users only, to allow advanced permissions to be set up)
- ❖ Single checkbox (a simple on/off)
- ❖ Multiple checkboxes (you can set a range of values)
- ❖ Date (pick on calendar)
- ❖ Editor (in-line WYSIWYG editor)
- ❖ Multiple radio-buttons (you can set a range of values)
- ❖ Multiple radio-buttons from centralised data source (such as a country picker, or a custom data lookup table)
- ❖ Select list (you can set a range of values)
- ❖ Select list from centralized data source (such as a country picker, or a custom data lookup table)
- ❖ Text (single-line text editor)
- ❖ Text area
- ❖ URL

Creating a dataset field

To access datasets in Organizer. Click the Configuration tab, then Datasets.
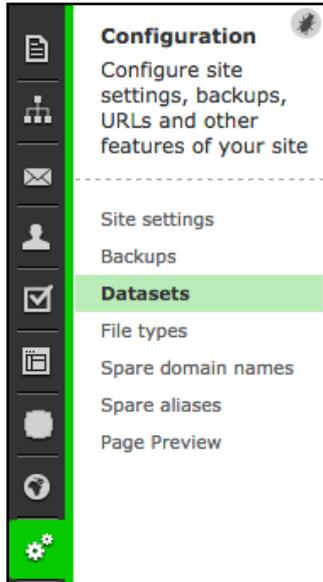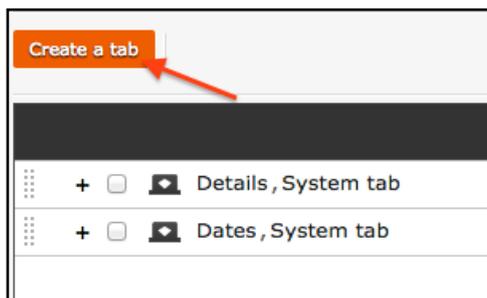

You will then see three datasets: Documents, User documents and Users.

For this example a new field on the Users dataset will be made. to do this click on the folder icon next to "Users".

You can make a new tab for your field. Click 'Create a tab', and give it a label name, in this case "Gender":
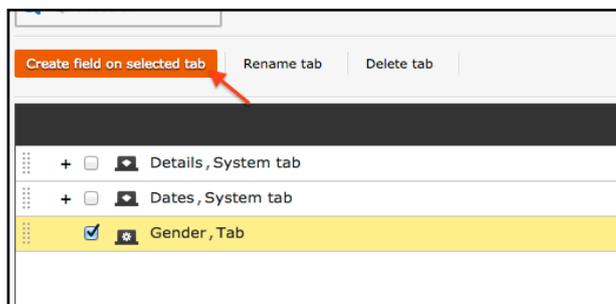
Creating a tab in the admin box for the dataset "Users"

Label:
Gender

Conditional display on field:
-- No conditional display --

You will notice there is a conditional option as well. This means that the tab will only show when one of the selected options is met.

The tab will then appear in the panel. Click 'Create a field on the selected tab' to add a new field.

Create field on selected tab   Rename tab   Delete tab

⠿   + ☐ 🖳 Details , System tab
⠿   + ☐ 🖳 Dates , System tab
⠿   ☑ ⚙ Gender , Tab

You will then see a screen with all of the field options:

Details   **Display**   **Validation**   **Organizer**

Label:

The text of the label that appears before the field.

Code name:

This will be used for the name of the column in the database.

Type:
○ Group
○ Single checkbox
○ Multiple checkboxes
○ Date
○ Editor
○ Multiple radio-buttons
○ Multiple radio-buttons (centralised)
○ Select list
○ Select list (centralised)
○ Text
○ Textarea
○ URL

☐ Protected

Protected fields cannot be deleted

Select the field type you would like, this example will show a group field. meaning that any User with a group tick box selected will be added to the group.
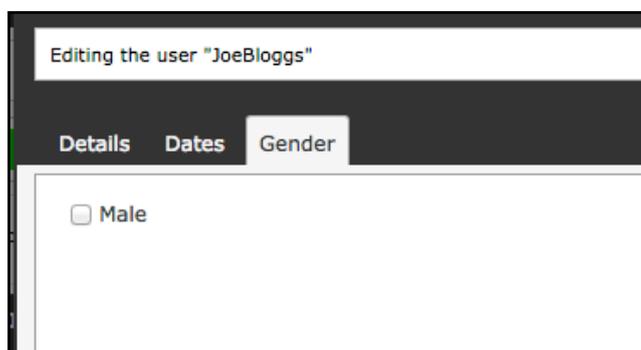
The new field can now be seen:
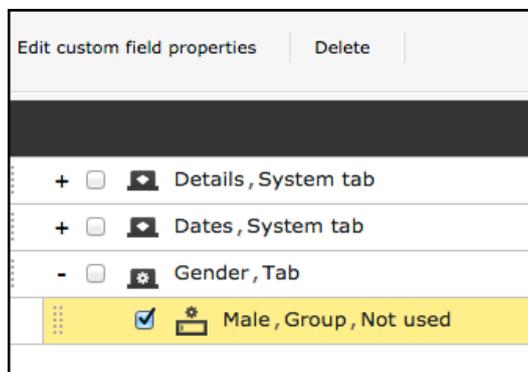
> **Note**
>
> *Fields and tabs can be dragged into different orders by clicking and dragging on the dotted, textured part of the field.*
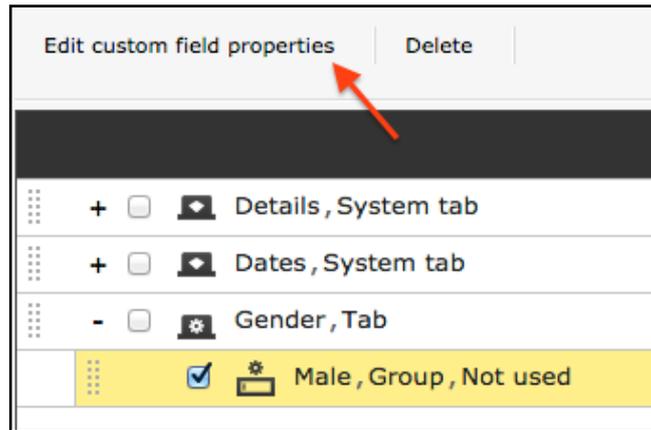>
>

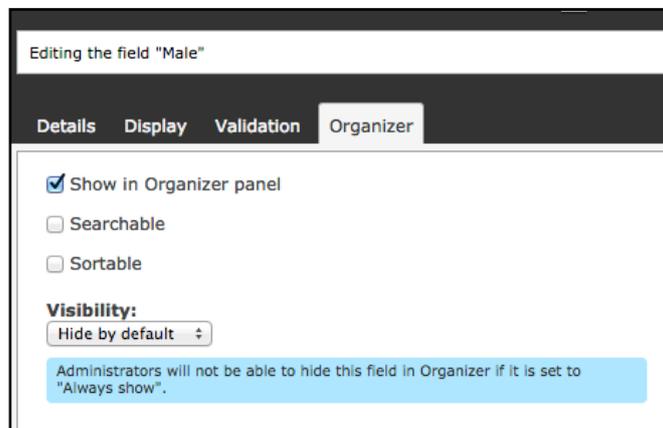To view the field click on Users tab in Organizer, and select a user. Click 'Edit user/contact'

The new tab is can now be seen.

If you want to add a search option to filter Users in that group. Go to datasets, click on 'Male' and click "Edit custom field properties".

Click the 'Organizer' tab and then "Show in Organizer panel" you will then be able to make this field searchable and sortable in the Users panel.

This field is now searchable in the Users tab in Organizer, when clicking on the adjust view icon .
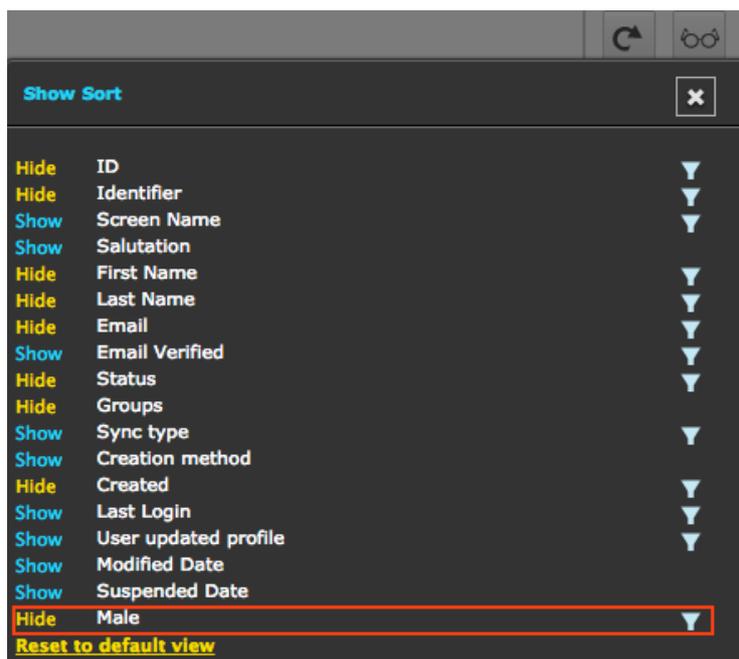
> ## *Tip*
>
> *Follow the same process to add extra fields on other datasets such as documents and locations.*
>
> *These fields can be shown on the front-end of your website if a custom framework is made.*