

System Config > Incident Fields

Last Modified on 05/22/2018 12:31 pm EDT

The Incident fields screen allows for customization of the incident form on the [child screen of the family record](#).

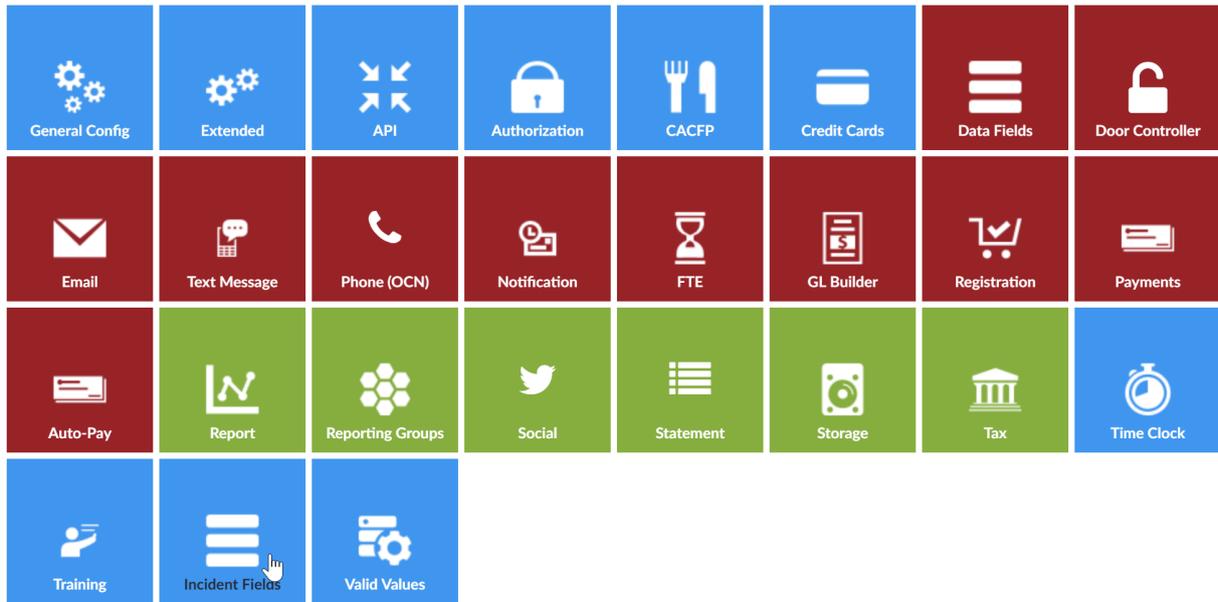
From the Setup menu, select the System Config option.

The screenshot shows a software interface with a top navigation bar containing a search box and a user profile icon. Below the navigation bar is a menu with options: Home, Family, Payments, Attendance, Lessons, Meals, Connect, Approvals, Reports, Staff, Setup, and a search icon. The 'Setup' menu is open, displaying a list of options: Semester, Classroom, Classroom Summary, Rates, Fees, Vacation, Third Party, Schedule, Bus, Health, Checklist, Daily Sheets, Admins, and System Config. A mouse cursor is pointing at the 'System Config' option. In the background, a 'Classroom List' table is visible, showing columns for Center, Classroom, and a grid for M and T. The table contains four rows of data for 'DCW Transactional- Center 1' with various classroom types and times.

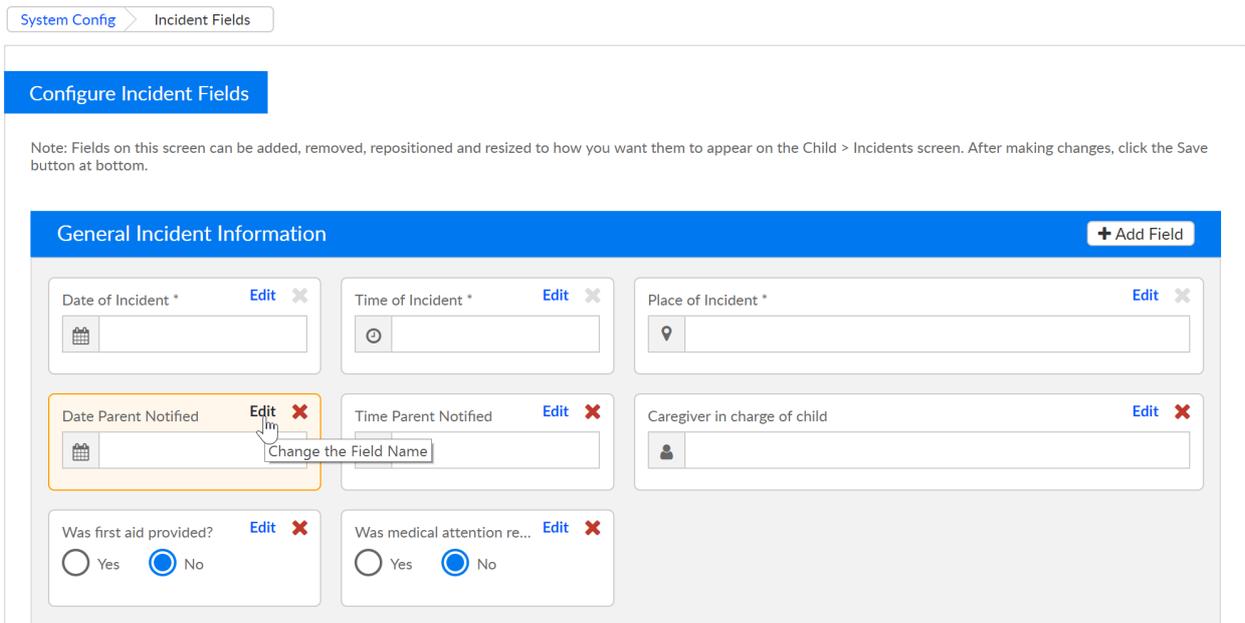
Center	Classroom	M	T
DCW Transactional- Center 1	AM, Befo	5	3
DCW Transactional- Center 1	Flexible C	1	1
DCW Transactional- Center 1	Flexible C	0	0
DCW Transactional- Center 1	PM, Afte	2	2

Then select the incident fields tile.

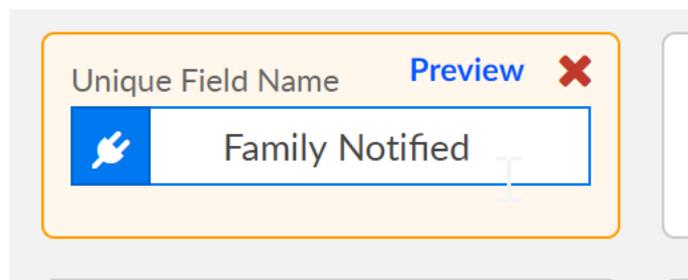
Setup -> System Config



Most fields can be deleted or edited. To delete select the red x icon, to edit select the edit link.



Enter the updated text then press preview-



To add a field, select the Add field icon in the top right corner.

System Config > Incident Fields

Configure Incident Fields

Note: Fields on this screen can be added, removed, repositioned and resized to how you want them to appear on the Child > Incidents screen. After making changes, click the Save button at bottom.

General Incident Information

[+ Add Field](#)

Date of Incident * Edit ✕	Time of Incident * Edit ✕	Place of Incident * Edit ✕
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Parent Notified Edit ✕	Time Parent Notified Edit ✕	Caregiver in charge of child Edit ✕
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select the field type and then enter text, when complete press the customize link.

- Select Menu
- Text
- Radio button
- Check Box
- Date
- Time
- Date/Time

Configure Incident Fields

Note: Fields on this screen can be added, removed, repositioned and resized to how you want button at bottom.

General Incident Information

Field Type ✕

Select a field type

Select a field type

Select Menu

Text

Radio Button

Check Box

Date

Time

Date/Time

Example of a text type-

Configure Incident Fields

Note: Fields on this screen can be added, removed, repositioned and resized to how you wa button at bottom.

General Incident Information

Sample Field Customize 

Custom Field