

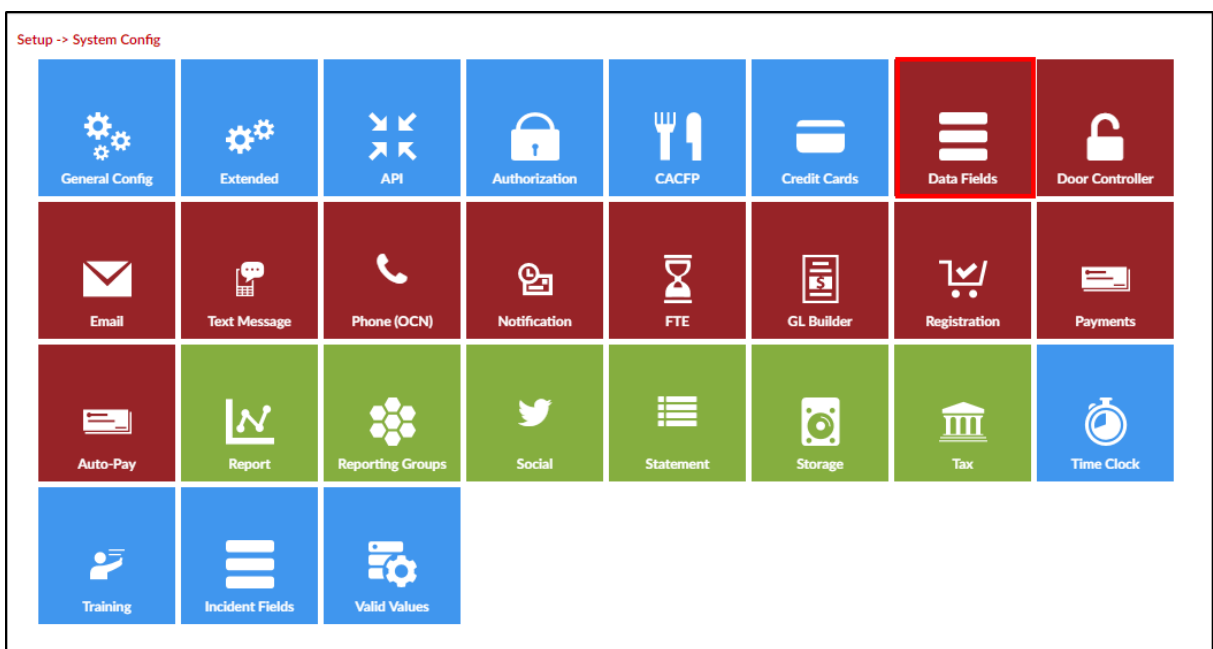
System Config > Data Fields

Last Modified on 06/29/2020 12:25 pm EDT

The Data Fields screen assists with customizing the center’s registration screen, this includes setting up an additional language.

Parents have the ability to view the Parent Portal and New Family Registration in Spanish or French. Prior to this, each field must be translated manually or contact Support to have the default translations added. Once the translations are added to the system, parents can select which language they wish to view. The Parent Portal has an option to select a preferred language, click [here](#) for instructions.

1. From the Setup menu, click System Config, then select Data Fields



2. The Company Fields section displays all current fields in the system

Company Fields			
Center	Description	Label	Language
DCW Demo	Mother/Legal Guardian	Mother - Spanish	Spanish
DCW Demo	Attendance Connect Menu	habitación	Spanish
DCW Demo	City	Child's City	English
DCW Demo	Address 1	Child's Address 1	English
DCW Demo	Address 2	Child's Address 2	English
DCW Demo	Immunization Religion Ind	Immunization Religion Ind	English
DCW Demo	Call First	In an Emergency Call First - Spanish	Spanish
DCW Demo	Immunization Personal Ind	Immunization Personal Ind	English
DCW Demo	Immun Hep	Hepatitis B	English
DCW Demo	Immun Dtap	DTaP - Diphtheria, Tetanus, Pertussis (pediatric)	English
DCW Demo	Immun Tdap	Tdap - Tetanus, Diphtheria, Pertussis	English
DCW Demo	Immun Ipv	IPV/OPV - Polio	English
DCW Demo	Immun Pcv	PCV - Pneumococcal Conjugate	English
DCW Demo	Immun Mmr	MMR - Measles, Mumps, Rubella	English
DCW Demo	Immun Var	Varicella - Chickenpox	English

3. Complete the Company Field Information section to create a new custom field

Company Field Information

Field Type	Company Field	Company Field	Mother/Legal Guardian
Field Label	Field Label		
Language	English		

Save

- Field Type - must be set to Company Field
- Company Field - choose a field to relabel, these fields will typically be general and registration fields
- Field Label - enter the label you wish to see displayed
- Language - select the language

4. Click Save
