# Customising Field Help descriptions

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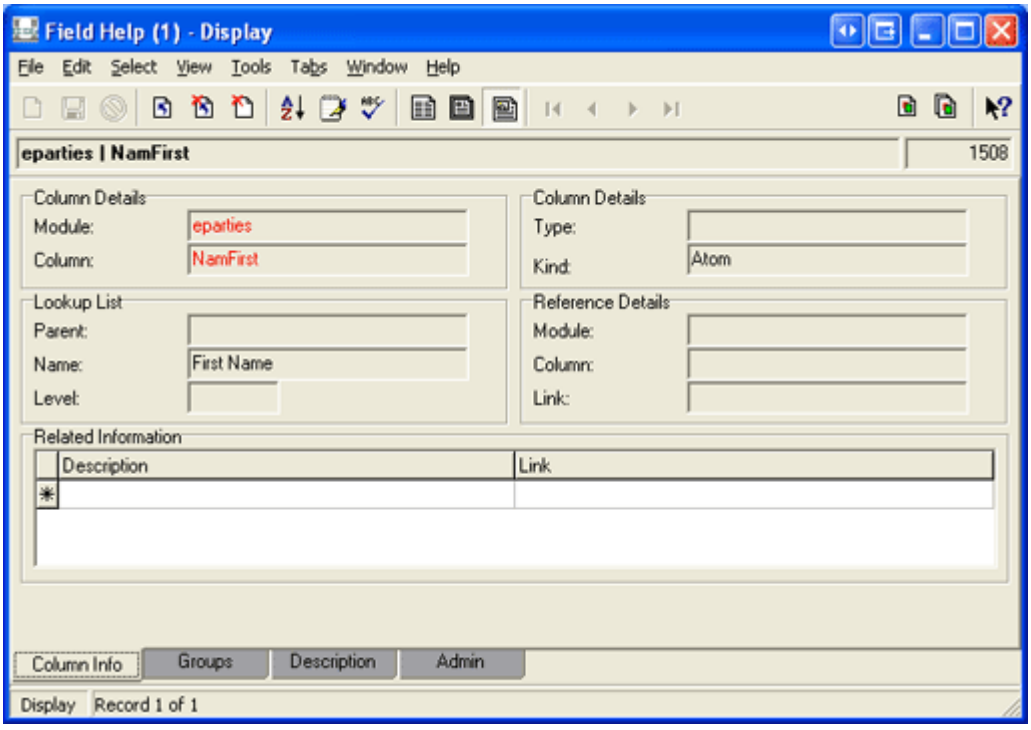
# Field Help

The Field Help module contains descriptions for all fields in all EMu modules. It is possible to edit field descriptions so that they reflect the specific use of the field by your institution.

In addition, the Field Help module can display:

- Back-end name of the module in which the field displays (required when creating reports, List views and sorts, e.g. **NamPartyType**)
- Level number if a field is linked in a Lookup List hierarchy
- Type of field, e.g. **Text**
- Kind of field, e.g. **dkAtom**
- Groups which can access this field
- A link to a web page (using the *Link: (Related Information)* field)




## Editing Field Level Help

It is possible to edit field descriptions so that they reflect the specific use of the field by your institution.

Permission can be assigned (see page 8) to specific users or groups to edit field help descriptions.

To edit field help descriptions:

1. Open the module that contains the field with the description to be edited, e.g. Parties module.
2. Place your cursor in the field with the description to be edited, e.g. *Street:*

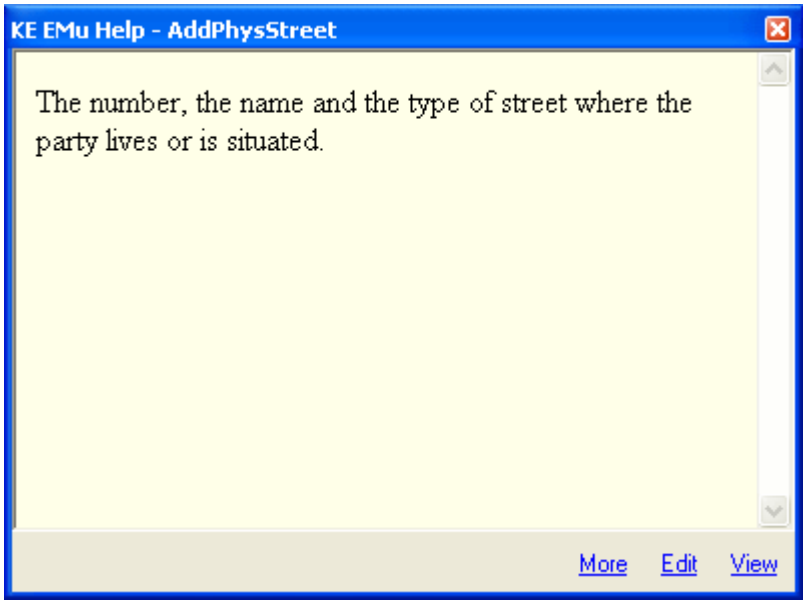
*(Address)*.

3. Press F1

   -OR-

   Select the **What's This** button in the Toolbar and click the field.

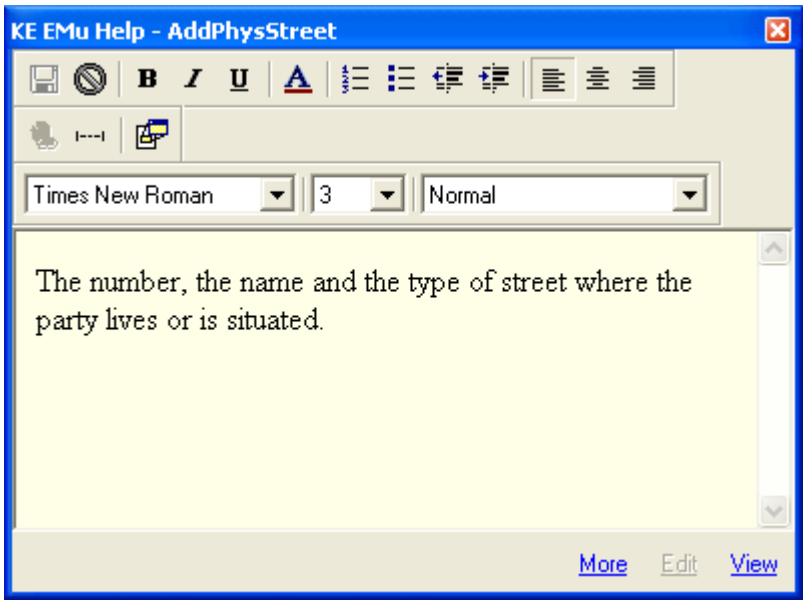
   The field description displays:




4. Click **Edit**.

If the Edit link is disabled, you do not have permission to edit field help for this module. The **daEditHelp** permission is required (see page 7 for details).

   The Field Description box displays:




5. Edit and format the description as required.

6. Click the **Save** button in the Toolbar.

   The edited field description for this field displays for all users. If required, it is possible to write a different field description for different groups/users. See here (page 5) for details.

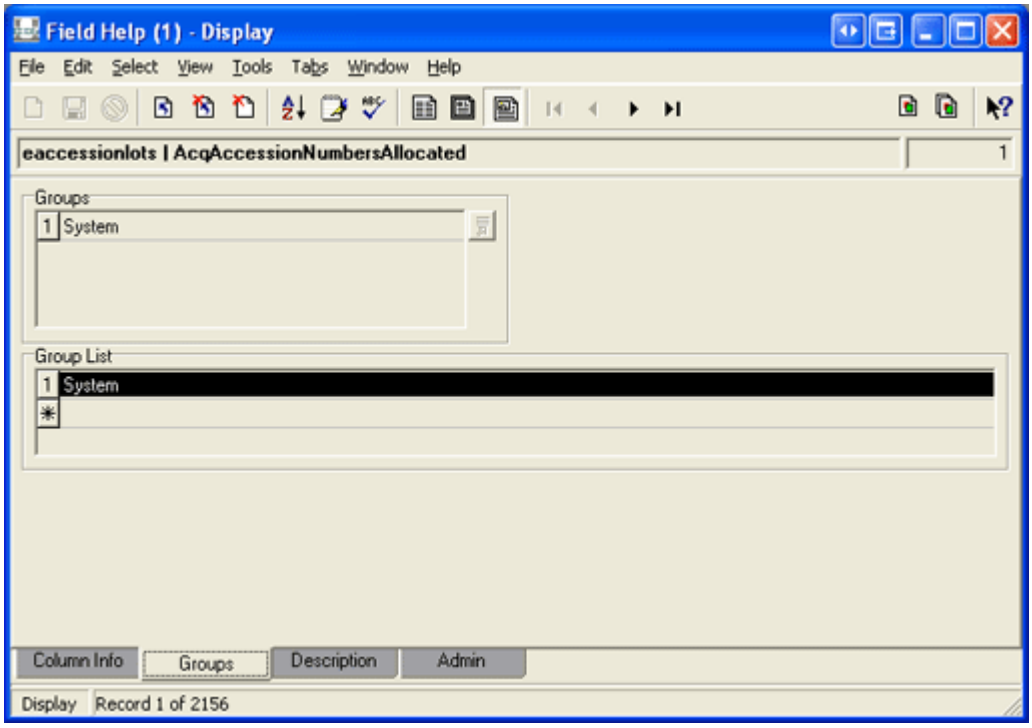
## Displaying different field descriptions to different groups/users

It is possible to display different field help descriptions to different groups/users. This can be useful for providing specific information to different groups/users according to the business requirements of their role in the institution.

To edit rather than add a group/user specific description, skip steps 3 to 5.

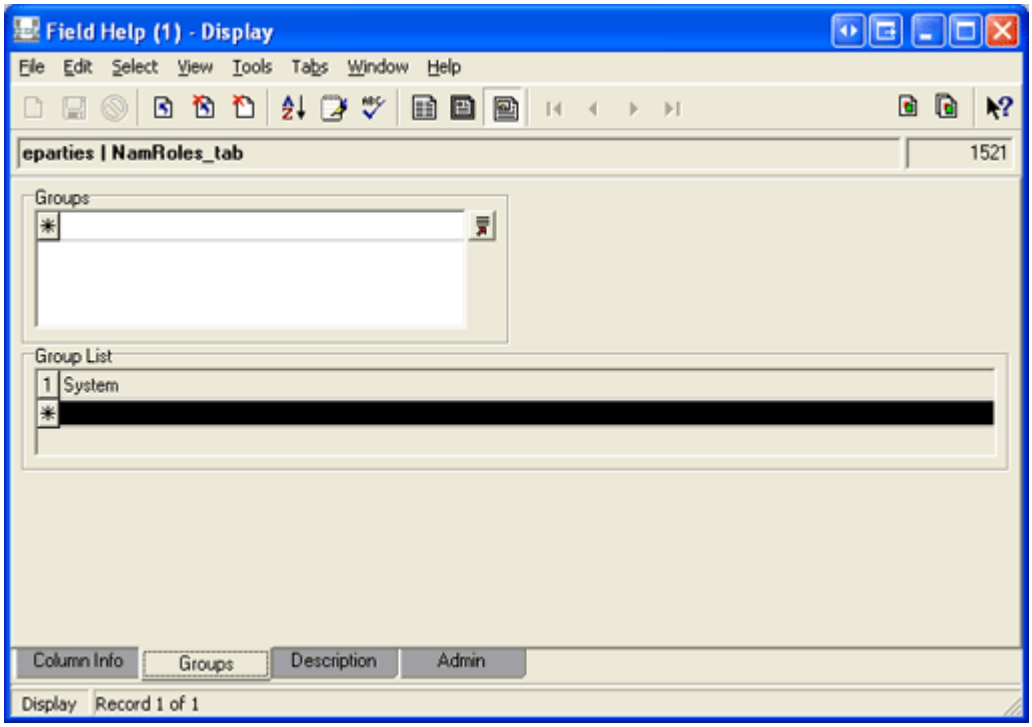
To add a group/user specific description:

1. Search the Field Help module for the field with the description to be added.
2. Select the **Groups** tab:




3. Select the **asterisk** ✳ in the *Group List* field.

The *Groups* field becomes active:




4. Select the *Groups* **Lookup List** button to locate and add a group/user name

   -OR-

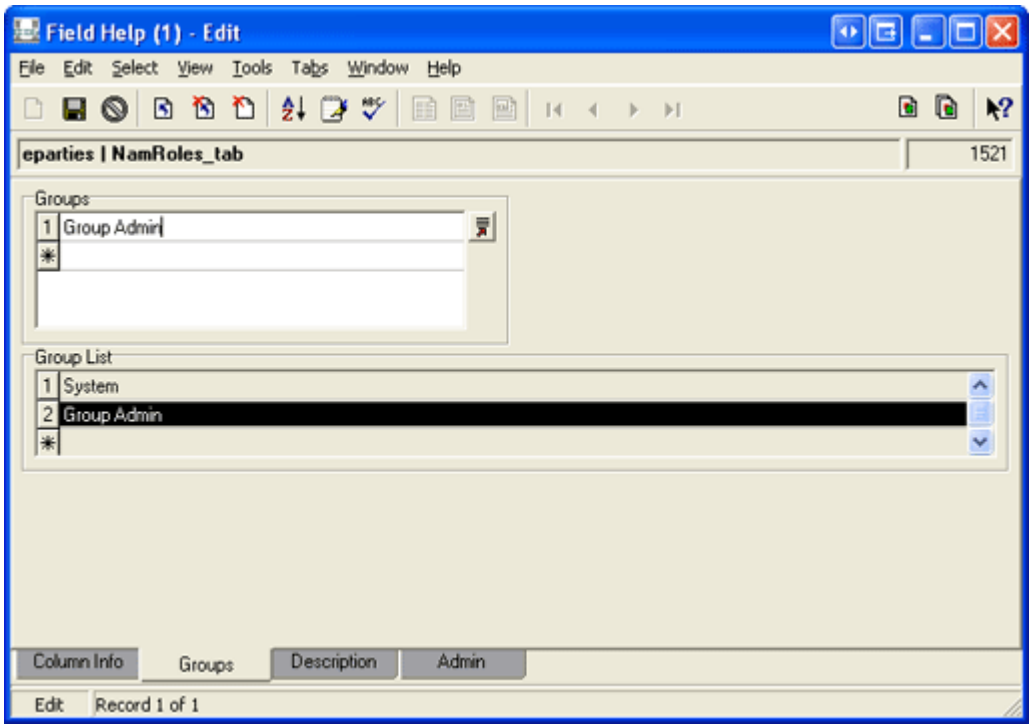
   Enter a group/user name in the *Groups* field in the format:

   `User username`

   -OR-

   `Group groupname`

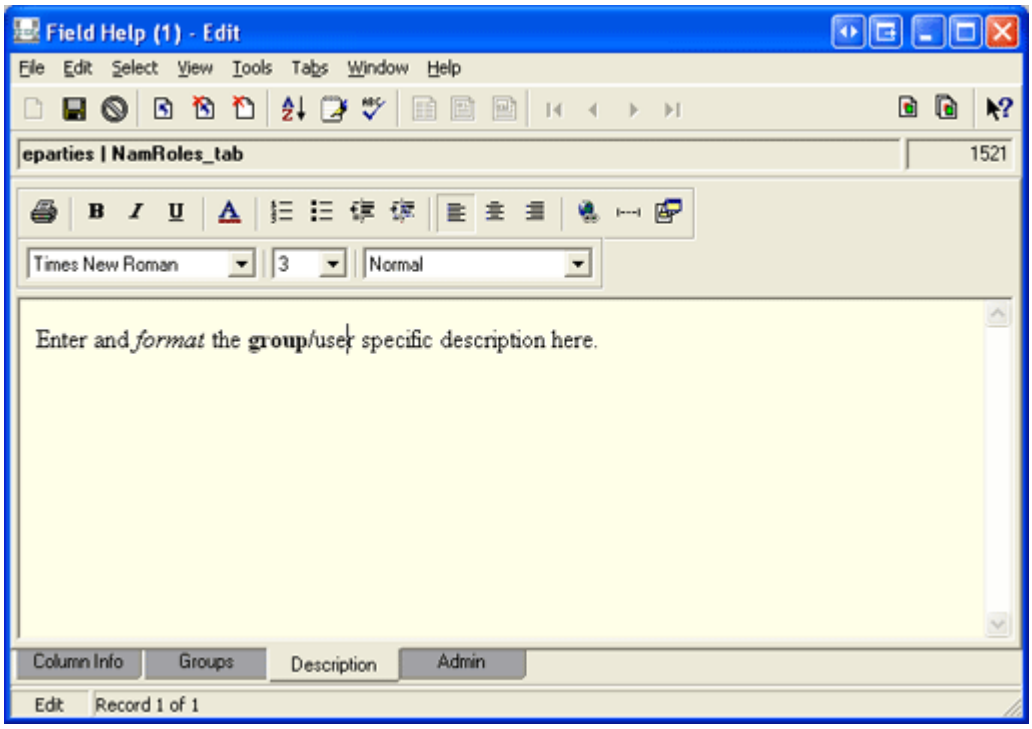
   For example, to add a field help description for the Admin group:




5. Save the record.

If requested, select **Yes** to add the group/user name to the *Groups* Lookup List.

6. With the group/user name selected in the *Group List* (as above), select the **Description** tab.
7. Enter and format the group/user specific description:




8. Save the record.

## Field Help: assign edit permissions

Permission can be assigned to specific users or groups to edit Field Help using the **daEditHelp** permission.

The following Registry entry gives the Managers group Field Help edit permissions on all tables:

| Field | Description | Value |
|---|---|---|
| Key 1 | | **Group** |
| Key 2 | | **Managers** |
| Key 3 | | **Table** |
| Key 4 | | **Default** |
| Key 5 | | **Operations** |
| Value | | **daDefaults** |
| | | **daDesign** |
| | | **daDelete** |
| | | **daDisplay** |
| | | **daEdit** |
| | | **daInsert** |
| | | **daQuery** |
| | | **daReplace** |
| | | **daReport** |
| | | **daEditQuery** |
| | | **daEditHelp** |

It is necessary to create a new record or edit an existing record to assign access permission to the *Field Help (efieldhelp)* module.