# 트래커에 필드 추가하기

## 트래커를 만드는 4단계 중 2번째 단계

| 단계 | 상세내역 | 도움말 페이지 |
|---|---|---|
| 1. 트래커 만들기 | 관리자가 트래거의 이름을 정하고 전반적인 매개변수와 권한을 할당한다 | 트래커 만들기 |
| **2. 트래커에 필드 추가하기** | **관리자가 열(columns) 및 수집될 정보의 유형을 정의내린다** | 트래커에 필드 추가하기 |
| 3. Add items to the tracker | Users fill out the forms to create *items* in the tracker | Adding items to a tracker |
| 4. View or List the results | Use plugins to view a customized tracker output in a page | Viewing Tracker Results |
| 5.Assign Trackers to Groups | optional - trackers can also be used upon registration. | 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

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.



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



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 |
|---|---|---|
| Name | *any text* | This field name is placed above the button or text field, it should be phrased as a query. e.g. (use Role: or "what is your role") |

# 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 | CHOICES | PARAMETERS | EXPLANATION |
|---|---|---|---|
| Type | Text input | *size* | |
| | | *prepend* | will be displayed before the field |
| | | *append* | will be displayed just after |
| | | *max with size in chars* | |
| | | *max is the maximum number of characters that can be saved* | |
| | | *1 to make the next text field or checkbox is in same row* | |
| | | *If you indicate only 1 it means next field is in same row too* | |
| | Textarea | *quicktags* | 1 for on, 0 for off |
| | | *width(in characters)* | width= |
| | | *height(in characters)* | height= |
| | | *max(characters saved)* | max= |
| | | *listmax (number of characters displayed in list mode)* | listmax= |
| | Drop down combo | a "choose one" input, enter text options separated by commas (example) | |
| | Checkbox | a "boolean" on/off yes/no true/false field | put 1 if you need that next field is on the same row. |
| | Radio buttons | a "choose one" input, text options separated by commas. | |
| | Date/time | Date & time picker | |
| | User | allows a selection from the list of site's users ( more information ) | |
| | | *1* | Uses the item creator's login |
| | | *2* | Uses the last modifier's login |
| | Group | select a group from the list of site's groups ( more information ) | |
| | | *1* | Uses the item creator's group |
| | | *2* | Uses the last modifier's group |

| | | |
|---|---|---|
| **IP Selector** | records an IP adress ( more information ) | |
| | *1* | Choose the item creator's IP |
| | *2* | Displays the last modifier's IP |
| **Country Selector** | A dropdown of all countries | |
| | *1* | Displays only country name |
| | *2* | Displays only country flag |
| | *(none)* | Displays both name and flag. |
| **Numeric** | | |
| | *1* | display the next field in the same row |
| | *size* | in characters |
| | *prepend*' | text displayed before the field |
| | *append* | will be displayed just after |
| **Image** | Allows user to upload an image | |
| | *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 |
| **Header** | Creates a new section in create tracker item view (divides the form into sections), Field title is displayed as heading 2, description below. | |
| **Action** | Label,post,tiki-index_raw.php,page:fieldname,highlight=test | |
| **Category** | applies a category to the tracker item (example) | |

## For more detail Tracker Field Type

| OPTION | CHOICES | EXPLANATION |
| --- | --- | --- |
| Is column visible when listing tracker items? | tick/untick | Adds/removes the column from the list view. |
| Column links to edit/view item? | tick/untick | links from list view to item view, normally only the leading column should link |
| Column is searchable? | tick/untick | makes column data searchable by . . . |
| Field is public? | tick/untick | hides/reveals columns displayed using the trackerlist plugin. |
| Field is hidden? | 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? | 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) |
| Order: | integer | Row order of the field |
| Description: | | 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
- In Group Field
- Items List and Item Link Tracker Fields
- Kaltura Tracker Field
- Language Tracker Field

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