

# OLR Builder

Last Modified on 10/22/2022 10:08 am CDT

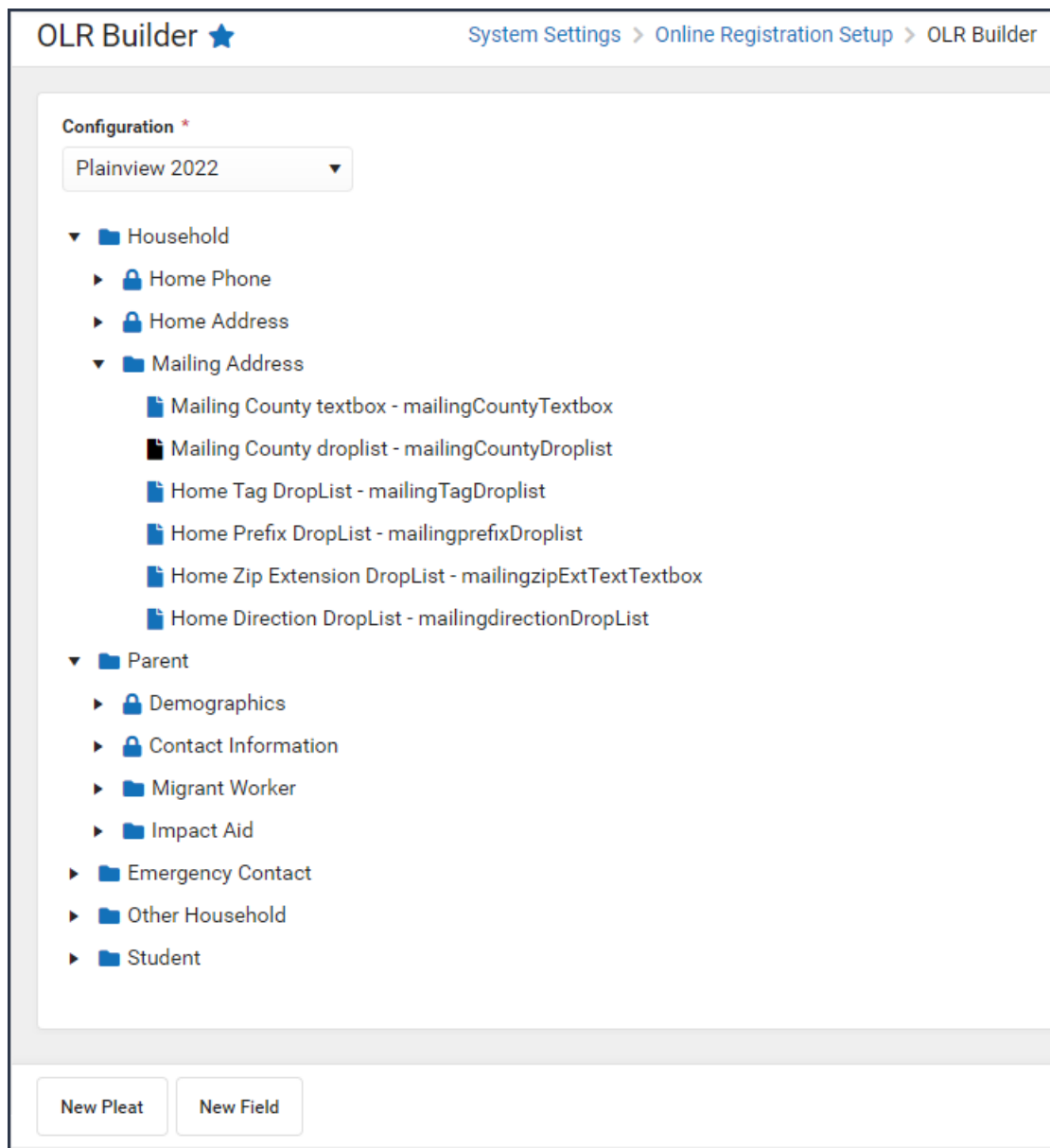
This article is for Campus Online Registration (OLR) and Campus Online Registration-Prime (OLR Prime). If you're not using OLR Prime, you have limited functionality in the OLR Builder.

**Classic View:** Census > Online Registration > OLR Set Up > OLR Builder

**Search Terms:** OLR Builder

[Important Information About OLR Builder](#) | [Add a New Pleat](#) | [Add a New Field](#)

Use the OLR Builder to add or modify fields that display on Pleats.



The screenshot shows the OLR Builder interface. At the top, it says "OLR Builder" with a star icon and a breadcrumb trail: "System Settings > Online Registration Setup > OLR Builder". Below this is a "Configuration" section with a dropdown menu set to "Plainview 2022". The main area is a tree view of fields:

- Household
  - Home Phone
  - Home Address
  - Mailing Address
    - Mailing County textbox - mailingCountyTextbox
    - Mailing County droplist - mailingCountyDroplist
    - Home Tag DropList - mailingTagDroplist
    - Home Prefix DropList - mailingprefixDroplist
    - Home Zip Extension DropList - mailingzipExtTextTextbox
    - Home Direction DropList - mailingdirectionDropList
- Parent
  - Demographics
  - Contact Information
  - Migrant Worker
  - Impact Aid
  - Emergency Contact
  - Other Household
  - Student

At the bottom of the interface are two buttons: "New Pleat" and "New Field".

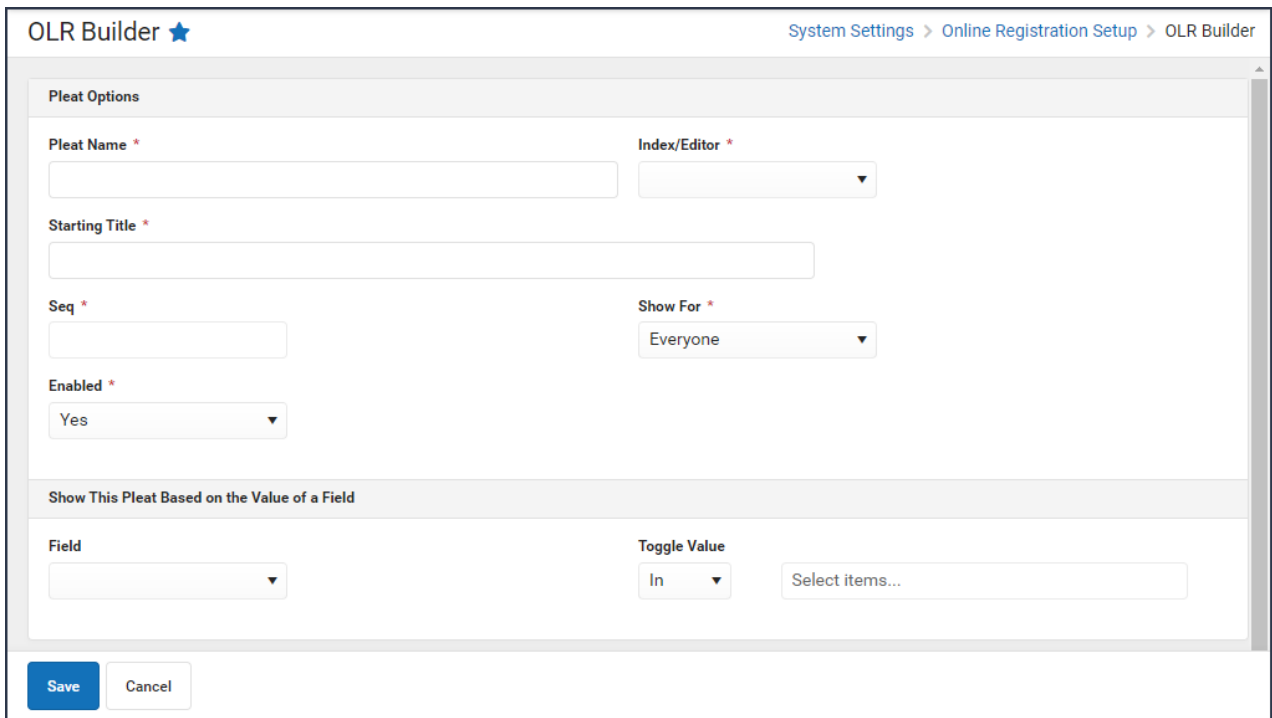
# Important Information About OLR Builder

- Not all Campus fields are available. Certain fields may be locked so that you cannot edit them or may not even appear in the OLR Builder.
- Modifying these fields is only supported through Campus tools to prevent various configuration issues.
- Fields can be deleted, but deleting fields removes all OLR data associated with that field. If data should be kept, disable the field instead.
- Folders do not collapse when new pleats or fields are added.

## Add a New Pleat

Adding additional pleats is only available in OLR Prime.

To add a new pleat, click the **New Pleat** button at the bottom of the **OLR Builder**. The Pleat setup options display. Use the following [Pleat Field Descriptions](#) to complete the screen.



OLR Builder ★ System Settings > Online Registration Setup > OLR Builder

**Pleat Options**

Pleat Name \*  Index/Editor \*

Starting Title \*

Seq \*  Show For \*

Enabled \*

**Show This Pleat Based on the Value of a Field**

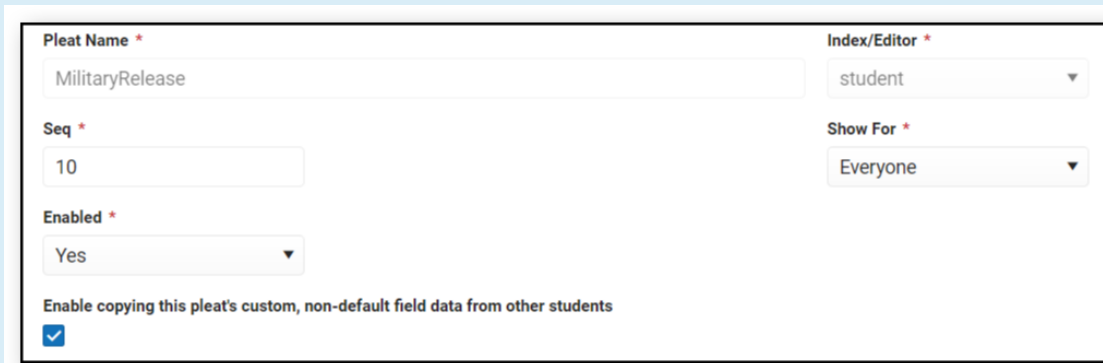
Field  Toggle Value

## Pleat Field Descriptions

| Field                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pleat Name</b><br><i>Required</i>                 | The name for the pleat being added/modified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Index/Editor</b><br><i>Required</i>               | Controls which section of the OLR application in which the new pleat is included.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Starting Title</b><br><i>Required</i>             | The pleat's title in English language applications when first saved. If changes are needed after the pleat is saved, they are made in the <a href="#">OLR Literals Bank</a> .<br><br>If the pleat's title needs changing, be sure to change both the pleat and the receipt in the OLR Literals Bank.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Seq</b><br><i>Required</i>                        | Defines the order among other pleats.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Show For</b><br><i>Required</i>                   | Indicates who can see the field. Options include: <ul style="list-style-type: none"> <li>• Everyone (New and Existing students)</li> <li>• New (Students enrolling in the district for the first time)</li> <li>• Existing (Students with a previous enrollment in the district)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Enabled</b><br><i>Required</i>                    | Controls if the pleat is visible on the application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Show This Pleat Based on the Value of a Field</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Field</b>                                         | Allows the ability to make a pleat conditional based on a previous question/answer on the OLR application. <ul style="list-style-type: none"> <li>• If a new pleat is created and the Grade level was selected as the Field, the pleat will display if the response was noted in the code list. If the code for Grade was 10,11,12, the Toggle Value was "IN," that pleat will appear for applications where 10, 11 or 12 was selected for the Grade.</li> <li>• If the field is a checkbox and the code was set to true, that field pleat/question displays when the checkbox is marked.</li> <li>• If the field is a radio yes/no field and the code was y (for yes), then the pleat or question will show.</li> </ul> <p>Not having a parent field selected will make this pleat show based on the settings in the <b>Show For</b> field.</p> |
| <b>Toggle Value</b>                                  | The field operation for the Field to determine if the pleat will display.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Select Items...</b>                               | Items entered in this field are the values in the conditional Field that trigger display of the new pleat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

If a new pleat is added to the Student index, an additional option to "Enable copying this pleat's custom, non-default field data from other students" will display when a saved pleat is

edited. This option allows parents to enter values for one student and then copy the data they entered if it is the same.



**Pleat Name \***  
 MilitaryRelease

**Index/Editor \***  
 student

**Seq \***  
 10

**Enabled \***  
 Yes

**Show For \***  
 Everyone

Enable copying this pleat's custom, non-default field data from other students

## Add a New Field

Fields are created with default values for the wording. You must edit the wording in the multi-language editor after creating a field.

**OLR Builder** ★ System Settings > Online Registration Setup > OLR Builder

---

**Field Options**

Field Name \*  Display Name \*

Field Type \*

Style \*  Default Value

Validation \*  Disabled

---

**Location of This Field in an OLR Application**

Index/Editor \*  Pleat \*

Show For \*  Seq \*

---

**Show This Field Based on the Value of Another Field**

Parent Field  Toggle Value

---

**Location the Data Will Be Written When the OLR Application Is Posted**

Post Object  Post Element

Pull data into app  Lock for existing records

| Field                                  | Description                                                                                                                                                                                                                                                                        |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Field Name</b><br><i>Required</i>   | The internal name of the field. No special characters (#, \$, etc.), and no spaces can be entered, and it must be an original, unique field. There cannot be other OLR fields with the same name.                                                                                  |
| <b>Display Name</b><br><i>Required</i> | The name that displays in the tree to the left of the editor. It is used for reference only.<br>The parent sees this in the application. Keep in mind, this field is only 35 characters long. Display Names are created and managed in the <a href="#">Multi-Language Editor</a> . |

| Field                                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Field Type</b><br><i>Required</i>   | <p>The type of field. Options include the following:</p> <ul style="list-style-type: none"> <li>• Text Box</li> <li>• Text Area</li> <li>• Check Box</li> <li>• Yes No radio buttons</li> <li>• Horizontal Radio buttons</li> <li>• Date Box</li> <li>• Dropdown List</li> <li>• Dropdown to Radio Set</li> <li>• Text</li> <li>• Header</li> <li>• Phone Number</li> <li>• Phone Number with Extension</li> <li>• Link</li> <li>• Spacer</li> <li>• Social Security Number</li> <li>• Multi-select</li> </ul> <p>The chosen option changes the other fields that may be available for entry.</p> |
| <b>Style</b><br><i>Required</i>        | <p>Indicates how the fields display in the pleat.</p> <ul style="list-style-type: none"> <li>• Align input, text left</li> <li>• Align input, text right</li> <li>• Free field, text left</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Default Value</b>                   | <p>The default value for the field, if applicable.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Validation</b><br><i>Required</i>   | <p>Indicates the field is required (displays in red with an asterisk, information cannot be saved until entry is made), email/required email requires the format to be in an email address (includes "@"), number/required number requires the format to be numeric.</p>                                                                                                                                                                                                                                                                                                                          |
| <b>Disabled</b>                        | <p>When marked, indicates the field does not display and users cannot modify content related to that field. Marking a field as disabled keeps all data associated with that field (unlike deleting a field).</p>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Index/Editor</b><br><i>Required</i> | <p>Selection indicates where the field displays. This allows the district to place the new question in the index/editor of their choosing, such as Primary Household, Parent/Guardian, etc.</p>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Pleat</b><br><i>Required</i>        | <p>Allows the district to place the new question in the pleat of their choosing, such as a core pleat or a custom pleat that the district creates.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Show For</b><br><i>Required</i>     | <p>Indicates who can see the field - Everyone (new and existing students), New (students who are enrolling for the first time in the district), or Existing (students who have a previous enrollment in the district).</p>                                                                                                                                                                                                                                                                                                                                                                        |

| Field                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Seq</b><br><i>Required</i> | The entered number indicates the order in which the item being added displays (field, text, radio button, etc.).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Parent Field</b>           | <p>Allows the ability to make the question on a pleat conditional based on a previous question/answer on the OLR application.</p> <ul style="list-style-type: none"> <li>• If a question/pleat is created and the Grade level was selected as the Parent, that question/pleat will only display if the response was noted in the code list. If the code for Grade was 10,11,12 and the parent selected grade 10 or 11 or 12, that question/pleat would appear.</li> <li>• If the parent field is a checkbox and the code was set to true, that field pleat/question displays when the checkbox is marked.</li> <li>• If the parent field is a radio yes/no field and the code was y (for yes), then the pleat or question will show.</li> </ul> <p>Not having a parent field selected will make this pleat/question show based upon if it was for new, existing, or both.</p> |
| <b>Toggle Value</b>           | The field operation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Select items...</b>        | This field is used in conjunction with the Parent Field. When a field is set in the Parent Field, the selected items need to be chosen by the user in order for the question/pleat to display. See the examples noted in the Parent Field description for more information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Post Object</b>            | <p>Selection indicates where data is written when an application is posted. Enrollment fields or fields that depend on enrollments are not included. For example, a parent submits an application and a staff approves it. Upon that approval, the selected field's data is added to the selected object (custom tab/custom attribute of the districts choosing) and is viewable within Campus in that area.</p> <p>Core options are as follows:</p> <ul style="list-style-type: none"> <li>• Person (Custom Fields)</li> <li>• Identity (Custom and Core Fields): Not all options in the list may apply to your state.</li> <li>• Contact</li> <li>• Military Connections</li> <li>• Impact Aid</li> <li>• Race Subcategory (MN Only)</li> <li>• Hispanic Subcategory (MN Only)</li> <li>• Custom Tab Table editors</li> <li>• Custom Tab List editors</li> </ul>            |

| Field                             | Description                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Element</b>               | <p>Selection indicates where data is written when an application is posted. Enrollment fields or fields that depend on enrollments are not included. For example, a parent submits an application and a staff approves it. Upon that approval, the selected field's data is added to the selected object custom tab/custom attribute of the districts choosing and is viewable within Campus in that area.</p> |
| <b>Pull Data Into Application</b> | <p>When marked, information is pushed from OLR to Campus AND information is pulled from Campus to OLR.</p>                                                                                                                                                                                                                                                                                                     |
| <b>Lock for Existing Records</b>  | <p>When marked, existing parents cannot make modifications to the field. The field pulls from Campus and displays as uneditable.</p>                                                                                                                                                                                                                                                                           |