MiniBase

Custom View
Tips & Tricks

Schoolwires® Centricity™ 2.0

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Introduction

These tips and tricks can be used in the MiniBase Custom View once you have created your MiniBase Configuration, and have added all required fields.
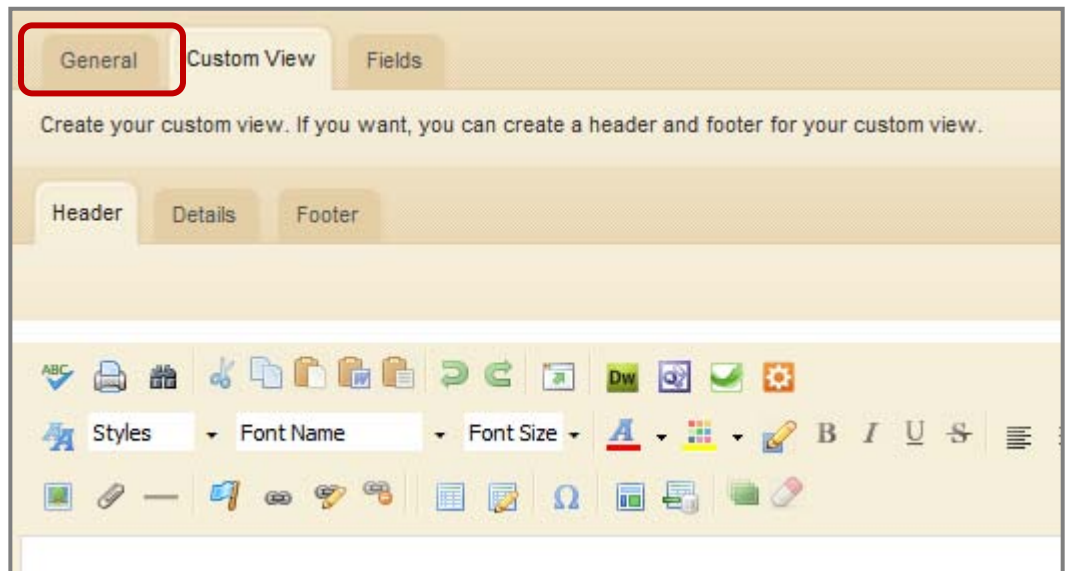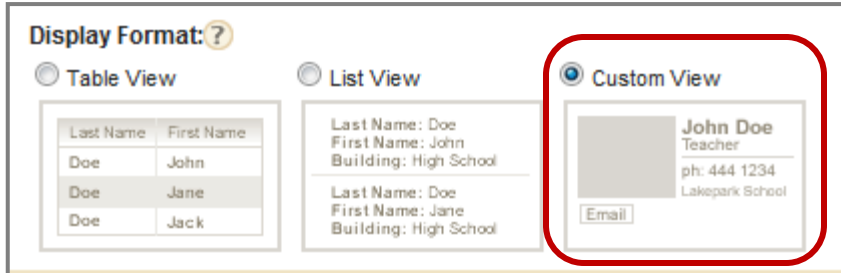
Creating an Email Field

1) First add an Email Address field to your configuration, and click "Save".

2) Click Edit.

3) Under Advanced Settings, Choose "App Options".

4) Click on the "Custom View" tab, and select the "Details" tab.

5) Click on the Insert MiniBase Field icon (3rd from the right) to see which field "Email Address" is associated with.

6) Type the word Email.

7) Click on HTML (towards the bottom of the screen).
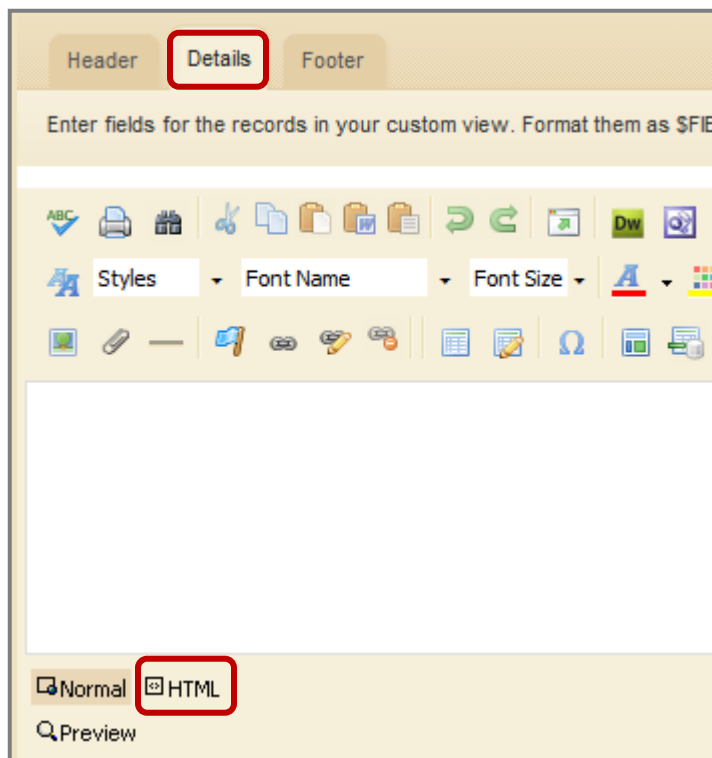
8) Find the word Email and add the following code in front of it. and after it.

9) Where it asks for EMAIL put in $FIELD(Whatever Field Number you have your email address in here).

10) For example if my Email field is field 3 it would look like this. Email

11) Click Normal (to the left of the HTML option).

12) Click Save

Creating an HTML Linking Field

1) First add a Website Field to your MiniBase configuration, and click Save.

2) Click Edit.

3) Under Advanced Settings, Choose "App Options".

4) Click on the "Custom View" tab, and select the "Details" tab.

5) Click on the Insert MiniBase Field icon (3rd from the right) to see which field "Website URL" is associated with.

6) Type the word Website, and highlight it.

7) Click the Insert Link Button.

8) Choose "Web Address".

9) Where it asks for the URL type the word Website.

10) Click Insert Link.

11) Click on HTML (towards the bottom of the screen).
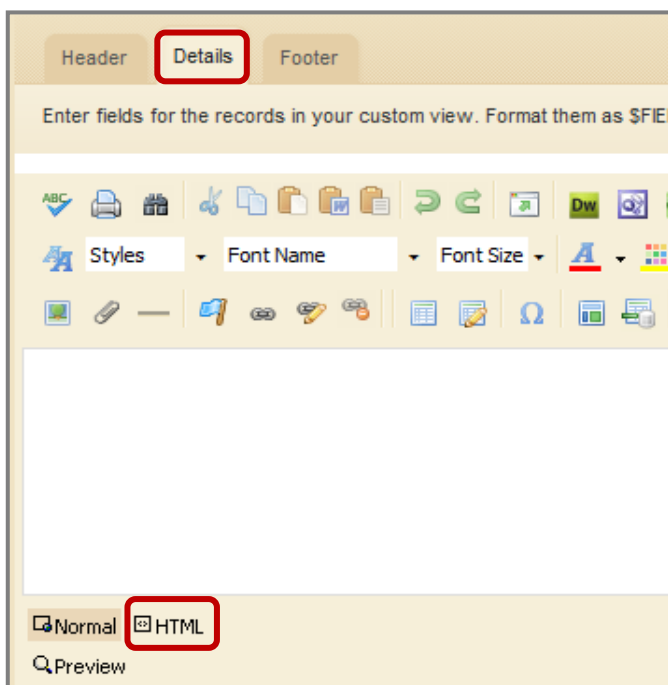
12) Find the area where it says<DIV><A href="http://website" target=_blank>Website</A></DIV>.

13) Delete the http://website and type in $FIELD(Whatever Field Number you have your URL in here).

14) For example if my URL was in Field 1 it would look like this: <DIV><A href="$FIELD1" target=_blank>Website</A></DIV>

15) Click Save.

Creating a File Linking Field

1) Click Tools> Files and Folders> Upload then upload the file(s) you wish to link to.

2) Click URL next to a file once it has uploaded.

3) Copy the URL.

4) Click Tools> Apps Manager> MiniBase.

5) Click Edit next to your MiniBase Configuration.

6) Choose "Custom View".

7) Click on the Insert MiniBase Field icon (3rd from the right) to see which field your File is under.

8) Type the word Download, and highlight it.

9) Click the Insert Link Button.

10) Choose "Web Address".

11) Where it asks for the URL- paste the url from the document from Files & Folders.

12) Remove the file name and replace with $FIELD(Whatever Field Number you have your file in here).

13) Also, remove the extra http:// at the beginning of the URL.

14) Click Insert Link.

15) Click Save.

16) To add a document to an individual record, click edit next to the record and enter the document name. (Example: Board_Policy_001.pdf)

17) If you're importing records, enter the document name for each record in the corresponding document column field. (Example: Board_Policy_001.pdf)

Inserting Images in a MiniBase Field

1) First, go to Tools> App Manager > MiniBase and click edit next to the configuration you want to add images to.

2) Click the fields tab and add an "Image" field.

3) Click Tools> Files and Folders.

4) Create a new folder named minibaseimages. (Make sure you do not include a space in the folder name.)

5) Size your images ahead, and then upload the images you wish to display in your records to this folder.

6) Click full URL next to one of the images once it has uploaded.

7) C Copy the URL.

8) Click Tools> Apps Manager > MiniBase.

9) Click Edit next to your MiniBase Configuration.

10) Choose "Custom View".

11) Click on the Active Insert MiniBase Field icon (3rd from the right) to see which field number is associated with your image field.

12) Click on HTML (towards the bottom of the screen).

13) Enter the following code: <img src="pastethefullimageurlhere">.

14) Remove the file name and replace with $FIELD(Whatever Field Number you have your file in here).

   a. For example my code would look like this at first: <img src="http://swtrain6.schoolwires.com/987867687/MiniBaseImages/MrSmith.jpg"> and I would change it to <img src="http://swtrain6.schoolwires.com/987867687/MiniBaseImages/$Field3">

15) Click Save.

16) To add an image to an individual record, click edit next to the record and enter the file name. (Example: MrSmith.jpg)

17) If you're importing records, enter the image name for each record in the corresponding image column field. (Example: MrSmith.jpg)