Creating Tracker Fields

Use this process to create fields for a tracker. The fields determine the type of information (such as text or email address) that visitors must complete. From the Admin trackers page:

1. Click the Trackers tab.
   You can also access the Trackers page by selecting Trackers > List Trackers from the menu.

2. On the Trackers tab, select Actions > Fields for the tracker you created.

3. The Admin Tracker page appears for your tracker. The Tracker Fields tab shows the fields for the tracker — currently there are none.

4. Click the Add Field button. The Add Field window appears. Use this window to create the actual tracker fields.

5. Enter the following information in each:
   - **Name**: Your name. This is the field in which the site visitors will type their name.
   - **Type**: Select text field from the droplist.

     **NOTE**
     For each Type, you can use additional options to control the formatting or validation of the field. See the documentation for full details.

6. Click Add field. Tiki adds the new field to the tracker.
7. Enable the following options for the field:
   + **List**: Enable this option. When listing all the tracker items at once, you will be able to see each visitor’s name.
   + **Title**: Enable this field. This will allow you to click on the field title (**Your name**) field when listing the tracker, in order to edit the information.
   + **Public**: Enable this option. This will allow you to display the **Your name** field when displaying trackers in wiki pages.
   + **Mandatory**: Enable this option. This forces users to enter a name.

8. Select **Save All** and click **Go**. Tiki saves the information and reloads the page.

   **NOTE**
   The ID field is a system-generated field, used internally by Tiki to record each field’s unique ID.

### Creating the other fields

The Visitor Information tracker now contains a single field (**Your name**) that will be used to collect each visitor’s name. Let's add additional fields to collect each visitor's email address, telephone number, and mailing address.

Repeat the steps from **Creating Tracker Fields** and add the following fields:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>List</th>
<th>Table</th>
<th>Public</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>email</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Disabled</td>
<td>Enabled</td>
</tr>
<tr>
<td>Phone number</td>
<td>text field</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Disabled</td>
<td>Disabled</td>
</tr>
<tr>
<td>Mailing address</td>
<td>textarea</td>
<td>Disabled</td>
<td>Enabled</td>
<td>Disabled</td>
<td>Disabled</td>
</tr>
<tr>
<td>City</td>
<td>text field</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Disabled</td>
</tr>
<tr>
<td>State or Province</td>
<td>text field</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Disabled</td>
</tr>
<tr>
<td>Country</td>
<td>country selector</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Enabled</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

The Tracker Fields tab of the Admin tracker: Visitor information should look similar to this:

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Contributors to this page: Rick Sapir (ricks99).
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The original document is available at https://twbasics.tikiforsmarties.com/Creating-Tracker-Fields