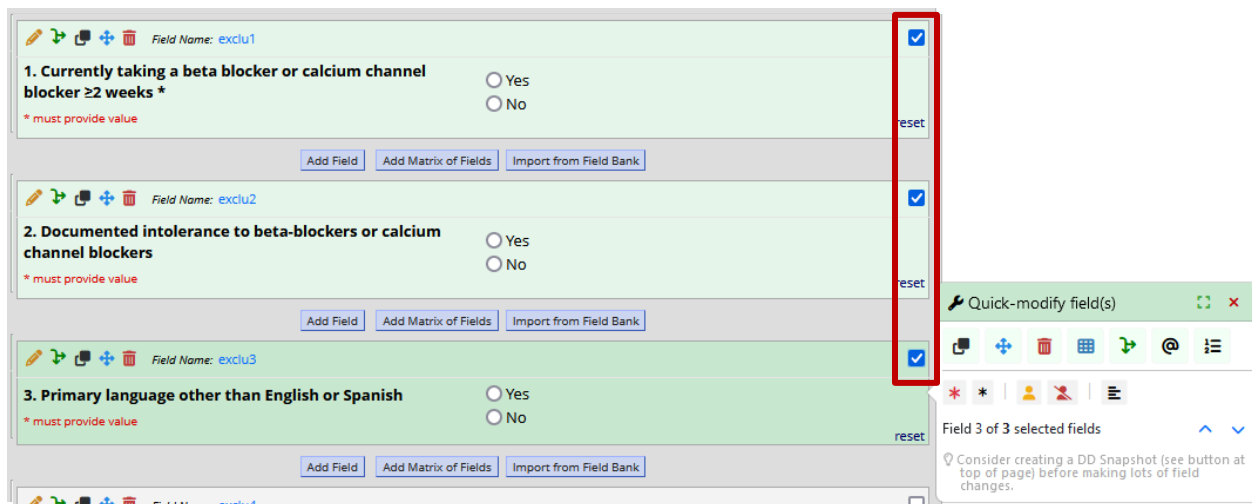


## Frequently Asked Question (FAQ) Library

### How can I modify multiple fields at once?

These instructions explain how to navigate the Quick Modify field.

Quick modify allows you to update multiple fields at the same time by selecting the checkbox next to one or more fields in the Online Designer. If you select multiple fields, they do not need to be adjacent, but the Quick Modify dialog box will appear next to the last selected field.



The last field will also be highlighted as the 'current field'. You can change the current field by clicking the up and down arrows:




## Frequently Asked Question (FAQ) Library

### Icon glossary:

#### Primary menu:

 COPY: Copy selected field(s) within the same instrument.


 MOVE: Move selected field(s) within the same instrument, another instrument, or a new instrument (in one step).

#### Matrix tool:

- Fields must be adjacent
- Must be radio or checkbox
- Choice fields for 1<sup>st</sup> field will be applied to all fields in matrix
- REDCap will apply a matrix name
- Ability to split matrix into individual fields


 DELETE: Delete selected field(s).


 MATRIX: Create a matrix from the selected fields

 BRANCHING LOGIC: Apply branching logic to selected field(s)

#### Action tag options:

- Clear all action tags
- Copy action tags from current field to other selected fields
- Add new action tags
- Activate and deactivate action tags (great for testing!)
- Edit the action tag of the current field

 ACTION TAGS: Update actions to selected field(s)


 RESPONSE OPTIONS: Edit the choice options for selected field(s)

#### Response options:

- Copy choice options of current field to other selected field(s).
- Append existing choices
- Convert field types
- Edit the choice options of the current field

#### Secondary menu:

 Mark or unmark selected field(s) as required

 Mark or unmark selected field(s) as Identifiers

 Set the alignment of selected field(s)

**Pro Tip:** Can't find a particular field? Click Ctrl-G or Cmd-G to call up the Field Finder.

