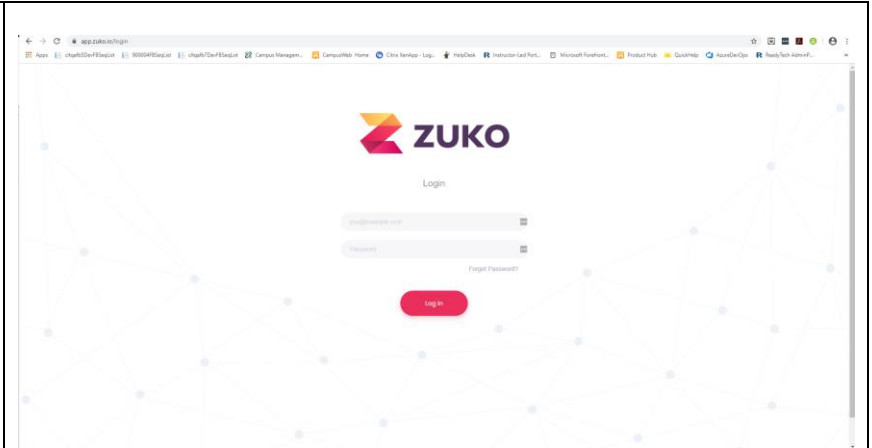


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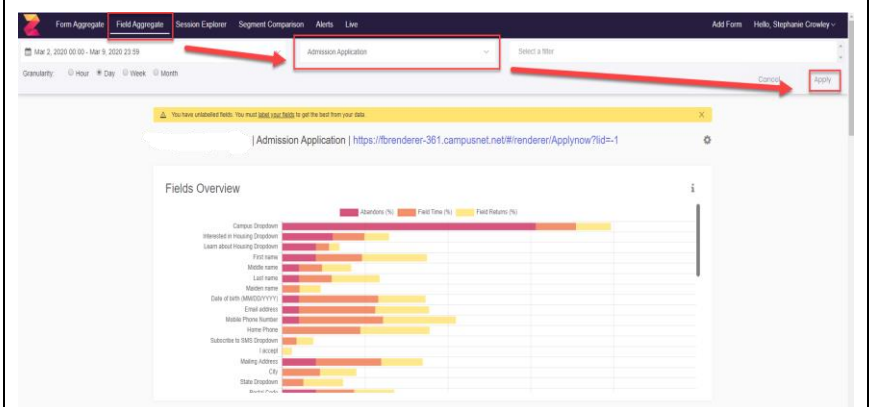
Step 1:

Log into the Zuko dashboard.
www.app.zuko.io/login



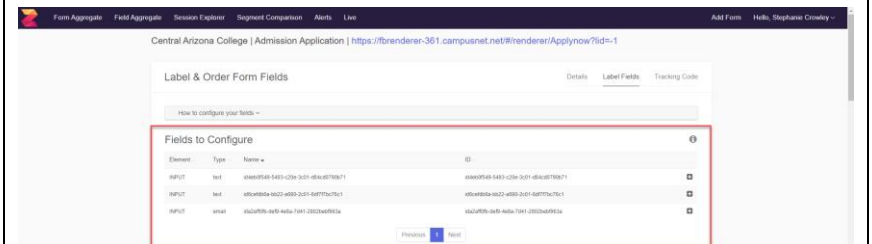
Step 2:

Click the **Field Aggregate** tab.
Ensure the form that you want to map fields for is selected from the middle drop-down and select **Apply**.



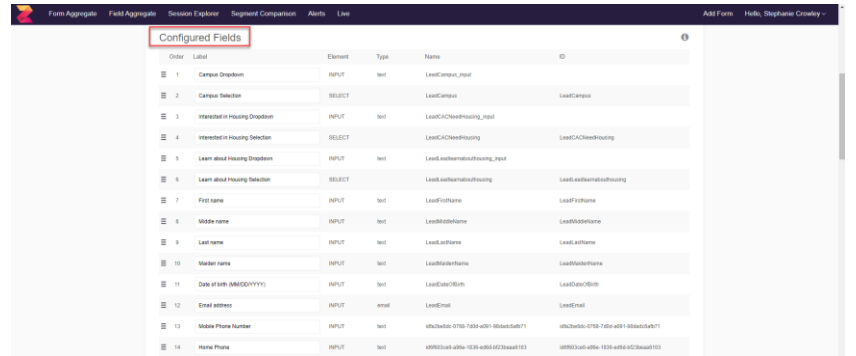
Step 3:

The initial setup will require you to map all fields for your forms that you want to track information against. The **Fields to Configure** section will list out the fields available for mapping on your form. You will be able to see the **Element** (Field Type on the form), **Type** (Input Type on the form for that Element), **Name** and **ID**.



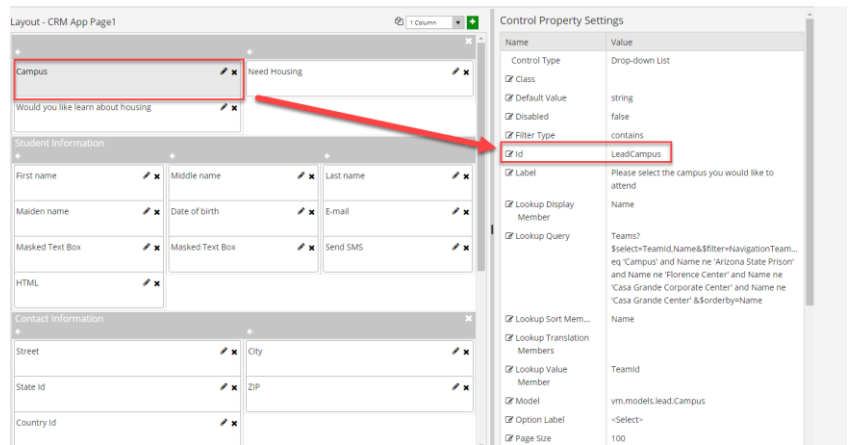
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The fields that you have already mapped will be listed under the **Configured Fields** section.



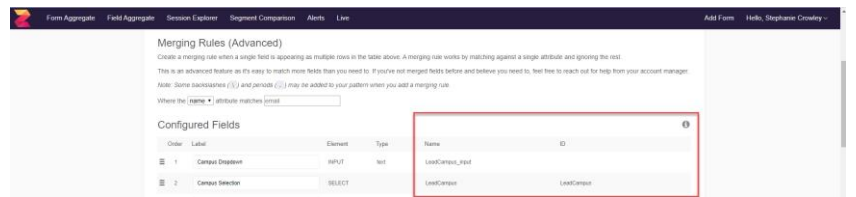
Order	Label	Element	Type	Name	ID
1	Campus Dropdown	INPUT	text	LeadCampus_input	
2	Campus Selection	SELECT		LeadCampus	LeadCampus
3	Interested in Housing Dropdown	INPUT	text	LeadCACNeedHousing_input	
4	Interested in Housing Selection	SELECT		LeadCACNeedHousing	LeadCACNeedHousing
5	Learn about Housing Dropdown	INPUT	text	LeadLearnAboutHousing_input	
6	Learn about Housing Selection	SELECT		LeadLearnAboutHousing	LeadLearnAboutHousing
7	First name	INPUT	text	LeadF1stName	LeadF1stName
8	Middle name	INPUT	text	LeadMidName	LeadMidName
9	Last name	INPUT	text	LeadLasName	LeadLasName
10	Maiden name	INPUT	text	LeadMaidName	LeadMaidName
11	Date of birth (MM/DD/YYYY)	INPUT	text	LeadDOB/DOB	LeadDOB/DOB
12	Email address	INPUT	email	LeadEmail	LeadEmail
13	Mobile Phone Number	INPUT	text	vm32666-0768-7058-401-080464671	vm32666-0768-7058-401-080464671
14	Home Phone	INPUT	text	vm993366-4016-1036-4016-02366481103	vm993366-4016-1036-4016-02366481103

In **Forms Builder**, fields that are used on your form from an Entity should have an ID property that can help with identifying the field being used on the form when mapping in Zuko.



Control Property Settings

Name	Value
Control Type	Drop-down List
<input checked="" type="checkbox"/> Class	
<input checked="" type="checkbox"/> Default Value	string
<input checked="" type="checkbox"/> Disabled	false
<input checked="" type="checkbox"/> Filter Type	contains
<input checked="" type="checkbox"/> Id	LeadCampus
<input checked="" type="checkbox"/> Label	Please select the campus you would like to attend
<input checked="" type="checkbox"/> Lookup Display Member	Name
<input checked="" type="checkbox"/> Lookup Query	Teams? \$select=TeamId,Name&Filter=NavigationTeam... eq 'Campus' and Name ne 'Arizona State Prison' and Name ne 'Florence Center' and Name ne 'Casa Grande Corporate Center' and Name ne 'Casa Grande Center' &orderby=Name
<input checked="" type="checkbox"/> Lookup Sort Mem...	Name
<input checked="" type="checkbox"/> Lookup Translation Members	Members
<input checked="" type="checkbox"/> Lookup Value Member	TeamId
<input checked="" type="checkbox"/> Model	vm.models.lead.Campus
<input checked="" type="checkbox"/> Option Label	->Select->
<input checked="" type="checkbox"/> Size	100



Order	Label	Element	Type	Name	ID
1	Campus Dropdown	INPUT	text	LeadCampus_input	
2	Campus Selection	SELECT		LeadCampus	LeadCampus

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If using Custom Components on your form in Forms Builder, if the ID is not updated it will pull the default ID as the Name/ID in Zuko which is harder to identify when performing the mapping. When mapping the field in Zuko, the easiest way to identify which field is being brought over to the Zuko Dashboard is to login to Forms Builder Designer and review the properties for your Fields/Components on the form to match the ID values to what you see in Zuko.

The screenshot shows the 'Control Property Settings' panel for a 'Masked Text Box'. The 'ID' property is highlighted with a red box and contains the value 'id487c512c-f58d-3a93-2ea9-102489e8848b'. A red arrow points from this ID to the 'Field Aggregate' table in the Zuko interface below.

Field Aggregate	Field Aggregate	Section Explorer	Segment Comparison	Alerts	Live
27	Program Version Dropdown	INPUT	text	LeadProgramVersionInput	LeadProgramVersion
28	Program Version Selection	SELECT	text	LeadProgramVersion	LeadProgramVersion
29	Program Version Start Date Dropdown	INPUT	text	LeadProgramVersionStartDateInput	LeadProgramVersionStartDate
30	Program Version Start Date Selection	SELECT	text	LeadProgramVersionStartDate	LeadProgramVersionStartDate
31	Emergency Contact First Name	INPUT	text	id60b86d-633a-86a1-1371-4b3c29a88887	id60b86d-633a-86a1-1371-4b3c29a88887
32	Emergency Contact Last Name	INPUT	text	id60b86d-633a-86a1-1371-4b3c29a88887	id60b86d-633a-86a1-1371-4b3c29a88887
33	Emergency Relationship Dropdown	INPUT	text	LeadLeadRelationshipInput	LeadLeadRelationship
34	Emergency Relationship Selection	SELECT	text	LeadLeadRelationship	LeadLeadRelationship
35	Emergency Contact Home Phone Number	INPUT	text	id487c512c-f58d-3a93-2ea9-102489e8848b	id487c512c-f58d-3a93-2ea9-102489e8848b
36	Emergency Contact Mobile Phone Number	INPUT	text	id5c9e6b3a-bb22-a690-2c01-6d777bc78c1	id5c9e6b3a-bb22-a690-2c01-6d777bc78c1
37	Emergency Contact E-mail Address	INPUT	email	id5a2af00b-def9-4e8a-7941-2802bef8963a	id5a2af00b-def9-4e8a-7941-2802bef8963a

Step 4:

To configure a field in Zuko, click the + to the right of the field under the **Fields to Configure** section.

The screenshot shows the 'Fields to Configure' section. A table lists fields with their IDs. A red box highlights the '+' icon next to the 'Emergency Contact Home Phone Number' field.


Element	Type	Name	ID
INPUT	text	id4e605f49-5493-c20e-3c01-d84cd0790b71	id4e605f49-5493-c20e-3c01-d84cd0790b71
INPUT	text	id5c9e6b3a-bb22-a690-2c01-6d777bc78c1	id5c9e6b3a-bb22-a690-2c01-6d777bc78c1
INPUT	email	id5a2af00b-def9-4e8a-7941-2802bef8963a	id5a2af00b-def9-4e8a-7941-2802bef8963a

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Step 5:

The field will be added to the **Configured Fields** section. In this section you will Label your field and order in the order that you want to view in the Dashboard.

Note: Best practice would be to order based on the order the fields are accessed when the Form Sequence is Rendered.

To reorder the fields, drag the  and move the row accordingly to where you want to view it in the list of fields.

Configured Fields

Order	Label	Element	Type	Name	ID
1	A label is required	INPUT	email	ida2aff0b-def9-4e8a-7d41-2802beb963a	ida2aff0b-def9-4e8a-7d41-2802beb963a
2	Campus Dropdown	INPUT	text	LeadCampus_input	
3	Campus Selection	SELECT		LeadCampus	LeadCampus

Configured Fields

Order	Label	Element	Type	Name	ID
1	Authentication Email	INPUT	email	ida2aff0b-def9-4e8a-7d41-2802beb963a	ida2aff0b-def9-4e8a-7d41-2802beb963a
2	Campus Dropdown	INPUT	text	LeadCampus_input	
3	Campus Selection	SELECT		LeadCampus	LeadCampus

Configured Fields

Order	Label	Element	Type	Name	ID
1	Campus Dropdown	INPUT	text	LeadCampus_input	
2	Campus Selection	SELECT		LeadCampus	LeadCampus
3	Authentication Email	INPUT	email	ida2aff0b-def9-4e8a-7d41-2802beb963a	ida2aff0b-def9-4e8a-7d41-2802beb963a

Step 6:

Once all your fields have been mapped, select **Save** at the bottom of the **Configured Fields** section.

Note: If you have used fields on your form that have been sent to the Zuko Dashboard and then were later removed from your form, just label those fields as Ignore if you do not want to monitor the data any longer.

For drop-down list fields/components, you will always have to map the Input and the Select values in Zuko.

3	Term Select	SELECT		StudentCourseEntityTermId	StudentCourseEntityTermId
4	Disclosure Checkbox	INPUT	checkbox	id6bc35c55-61ac-e825-ba01-427360e0c10	id6bc35c55-61ac-e825-ba01-427360e0c10

Save

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Step 7:

If you access the **Field Aggregate** tab after you have mapped all fields, you will now see the fields in your Zuko Dashboards and will no longer see the message stating there are unmapped fields. To edit any of the field mapping labels, access the icon to the right of the URL.

