



Fields

A field is a place in Slate where a single piece of information is stored about a record.

Fields build the foundation of your data and help you capture, organize, and report on what matters.



DIFFICULTY
Beginner



ESTIMATED TIME
5 minutes



CATEGORY
Data Model



1. Why this matters

Fields store the information you need to run your institution. Good fields = good data.

They make reporting easier, processes more efficient, and decisions more informed.



2. Think of it like...

A field is like one blank on a paper form or one labeled folder in a filing cabinet. Each blank holds one specific piece of information.



3. The Big Picture



Fields store data once and make it usable everywhere—forms, reports, rules, communications, and more.



Understanding Meter

See how this concept fits in your learning journey.



Examples of Common Fields

- ✓ Name (First, Last, Preferred)
- ✓ Email
- ✓ Phone
- ✓ Birth Date
- ✓ Address
- ✓ High School
- ✓ Enrollment Status
- ✓ GPA
- ✓ Citizenship
- ✓ And many more!



4. Common Misconceptions

- Fields are the same as prompts. (Prompts control how data is entered; fields store the data.)
- Once a field is created, it can never be changed. (You can edit most fields and archive unused ones.)
- You only need a few fields to get started. (Good data starts with the right fields.)
- Fields are only for reporting. (They support every part of Slate—not just reports.)



5. Key Takeaways

- ✓ Fields store one piece of information about a record.
- ✓ They are the building blocks of your data in Slate.
- ✓ Well-designed fields lead to better data quality and better outcomes.
- ✓ Think before you build: create with purpose and keep it simple.
- ✓ Good fields today = cleaner data and easier reporting tomorrow.



Next Concepts

- Prompts
- Tables
- Entities