Delete a User Defined Field

To delete a user define field (UDF), complete the following steps:

1. From the Administration tab, click Manage Organizations>User Defined Fields>Modify. The Select OTC Endpoint screen appears.

2. Select the highest-level organization for which you want to delete the UDF. The Step 1 of 3: Select User Defined Field to Maintain page appears.

3. Click the Delete checkbox next to the appropriate field and click Next. The Step 3 of 3: Review page appears. Select the plus sign next to the UDF to expand it as shown in Figure 1.

4. Verify the correct information is marked for deletion and click Submit. A Confirmation page appears showing the UDF data is saved to the database.

Application Tip

A UDF, during deposit processing, cannot be deleted if it is associated with a deposit that is in Draft or awaiting approval (AWAP) status. Only the Card Processing activity is active.

Additional Buttons

- Click Cancel to return to the OTCnet Home Page. No data is saved.
- Click Create UDF to create a new UDF.
- Click Next to advance to the next page.
- Click Previous to return to the previous page.
- Click Edit to make additional changes to a UDF.
- Click Submit to complete the process and display the Confirmation page.
- Click Return Home to return to the OTCnet Home Page.