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.

Figure 1. Select 1 of 3: Select User Defined Field to Maintain

1 of 3: Select User De	fined Field to Ma	intain			
ganization Hierarchy:T	TTL - Training Te	am			
Click on the activity label	to edit the User De	fined Field.			
Click on the 'Create UDF'	button to create a	new User Defined Field.			
Click the related checkbo	x to delete a User	Defined Field.			
Activity	Label	Description	Display Order	Data Type	Delete
/iccircy	Luber	Description	bispial oraci	butu type	Undelete All]
Create Card Processing	UDF 1	UDF 1	1	U.S. Monetary Amount	
				-	



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.

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.



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.