Modify a User Defined Field

To modify an existing user defined 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 modify a UDF. The Step 1 of 3: Select User Defined Field to Maintain page appears.

3. Click the UDF Label hyperlink. The Step 2 of 3: Modify User Defined Field page appears.

   **Application Tip**

   A message is displayed discouraging users from creating UDFs that request personally identifiable information (PII) data.

4. Make the changes to the UDF and click Done. The Step 1 of 3: Select User Defined Field to Maintain page appears as shown in Figure 1.

   **Figure 1. Select User Defined Field to Maintain**


6. Verify the UDF information is correct and click Submit. A Confirmation page appears presenting the UDF data that has been 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.