## 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.

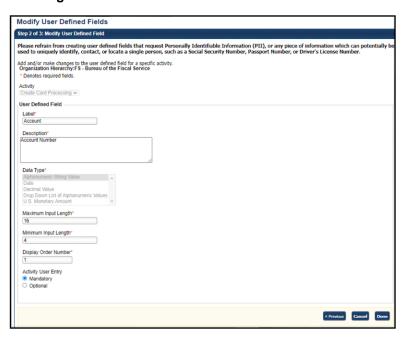


Figure 1. Select User Defined Field to Maintain

- 5. Click **Next**. The *Step 3 of 3: Review* page appears.
- 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.