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

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.