How can I change the user-defined column headings in EBSCOadmin?

EBSCOadmin allows Consortium administrators to create User Defined fields which can be used in reporting.

For example, an administrator can create a "School Type" column heading and then create different school types for use with the different sites within the consortium.

**To change user-defined column headings (consortium only):**

1. Click the **Site/Group Maintenance** button in the toolbar.

2. From either the **Consortium** or **Site** Sub-Tabs, click the **Change User Defined Column Headings** Link.

3. In the **User Defined Fields 1** and **2** text entry fields, enter the headings that you want to display.

4. Click **Submit**. When you run reports, the updated headings will be displayed if you select them on any of the Reports Screens.