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.