How do I create User Defined fields 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 set up user-defined fields (consortium only):

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

2. Click either the **Consortium** or **Site** Sub-Tabs. Click the **Go** Link below **User Defined Fields** for the site you want to work with.

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

4. Click **Submit**. When you run reports, the updated fields will be displayed if selected on the Reports Screens.