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.