User Defined Fields (UDFs)

- UDFs are located in Profile tab and Services tab in the "Other Information" section.
- UDFs can be added, edited, or disabled, from Administration/Additional Fields.

- To add a new UDF, click on "New Fields", as shown in above screenshot. You can fill out the new field pop up window in order to design your UDF.

- UDFs can store variety of data types. See below:

- The default group name for all UDFs is "General" which you can see under "Other Information" Section of your Profile or Services tabs. However, you can create new group names to show your UDFs in other sections than "General". For that, you need to select "New Group" from Group Name combo box in New Field pop up window.

- You can also change the name of your existing groups by clicking on "Edit Group Name" in Additional Fields" tab, as shown below:

- Data can be imported to UDFs via Excel import, and HTTP post.
- For HTTP posting into a UDF, you need to know the ID of that UDF which can be found in UDFID column in the above table. Then the respective UDFID has to be included in the URL you are posting as follows: https://[YourSubdomain].logiqs.com/postlead.aspx?FNAME=John&LNAME=Doe&UDF5=Yes&UDF4=5
- Values in UDFs can be populated in your custom forms using Merge Fields. Refer to the Sample Form under Administration/Forms. You just need to copy the desired UDF ID from sample form and paste it into your document as shown below.
  «UDFfield1» «UDF1»
- The first part (**«UDFfield1»**) is UDF label and the second part (**«UDF1»**) is the value stored in that UDF for a specific case.
- If you don't find the desired UDF ID in the sample form, just copy and paste one of the available numbers into your document and then change the ID to any UDF ID you want to populate in your document. See below:

«UDFfield20» «UDF20»

«UDFfield45» «UDF45»