

## 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.

Read Only	Active	UDFID	Type	Label	Default Value	Values	Group Name	UI Location	Actions
		1	Text	Region			General	Profile	Move Up Edit Disable
		2	Text	Promo Code			General	Profile	Move Up Edit Disable
		3	Date	IRS Due Date			General	Services	Move Up Edit Disable
		4	Number	Team Group #			General	Profile	Move Up Edit Disable
		5	Text	Questionnaire			General	Profile	Move Up Edit Disable
		6	Date	Questionnaire Sent on			General	Profile	Move Up Edit Disable
		7	Date	Questionnaire Returned on			General	Profile	Move Up Edit Disable
		8	Date	IRS Hold Date			General	Services	Move Up Edit Disable
		9	Text	Vocolocity			General	Profile	Move Up Edit Disable
		10	Text	Tag			General	Profile	Move Up Edit Disable
		11	ComboBox	Is VIP	Yes	Yes,No	General	Profile	Move Up Edit Disable

- 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.

**New Fields** - General

Group Name:

Field Label:

Field Type:

Default Value:

Is ReadOnly?:  Yes  No

Location:

Product Name:

Is Visible?:  Enable  Disable

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

**New Fields** - General

Group Name:

Field Label:

Field Type:

Default Value:

Is ReadOnly?:

Location:

Product Name:

Is Visible?:  Enable  Disable

- 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:

Read O...	Active	UDFID	Type	Label	Default Value	Values	Group Name	UI Location	
!	✓	1	Text	Region			General	Profile	↑ Move Up ✎ Edit ✖ Disable
!	✓	2	Text	Promo Code			General	Profile	↑ Move Up ✎ Edit ✖ Disable

- 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://\[YourSubdomain\].logics.com/postlead.aspx?FNAME=John&LNAME=Doe&UDF5=Yes&UDF4=5](https://[YourSubdomain].logics.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»