

Edit HTML Formatting in User Defined Fields

A new type of user defined field (UDF) is available for use in IQ services. This new UDF allows users to format text within the UDF using an HTML editor.

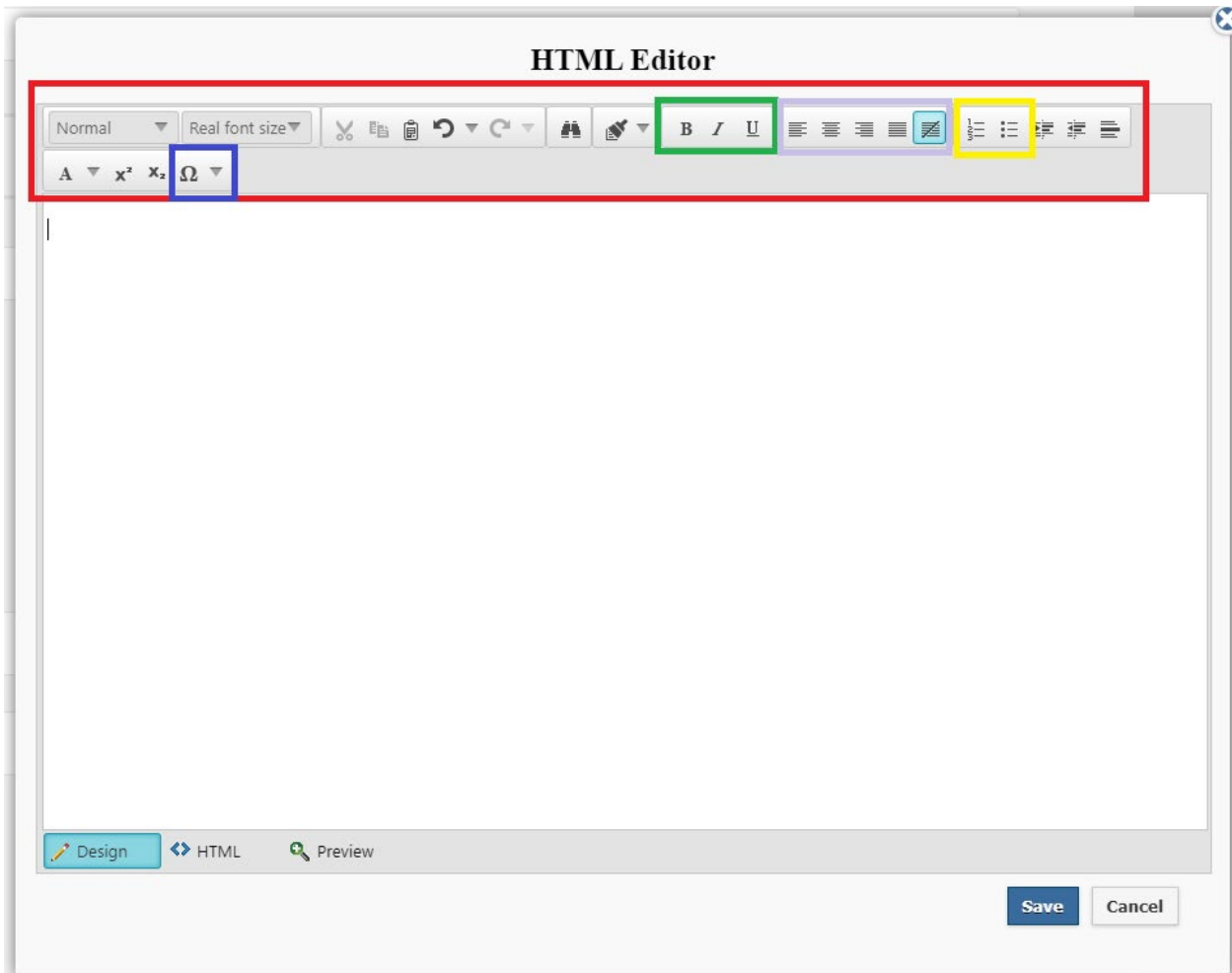
The HTML formatted text can then be used in conjunction with merge fields in a form letter or report without having to rely on the letter or report to correctly format the merged data.

1. Click the pencil in the UDF to access the editing task bar.

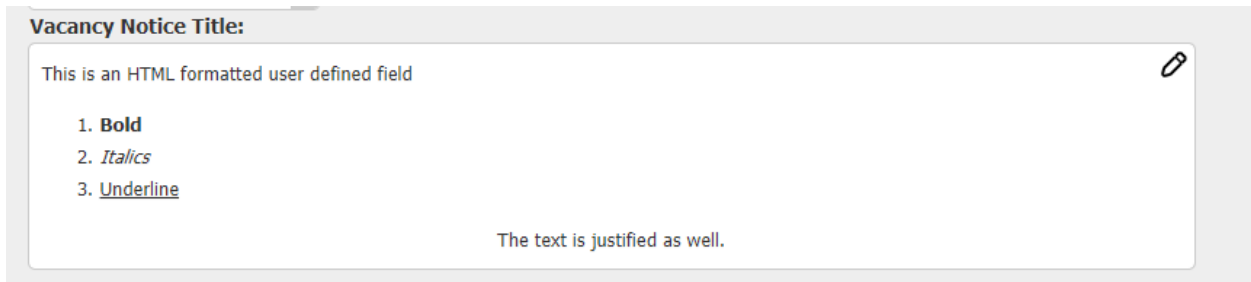
Vacancy Notice Title: 

Notice Description:

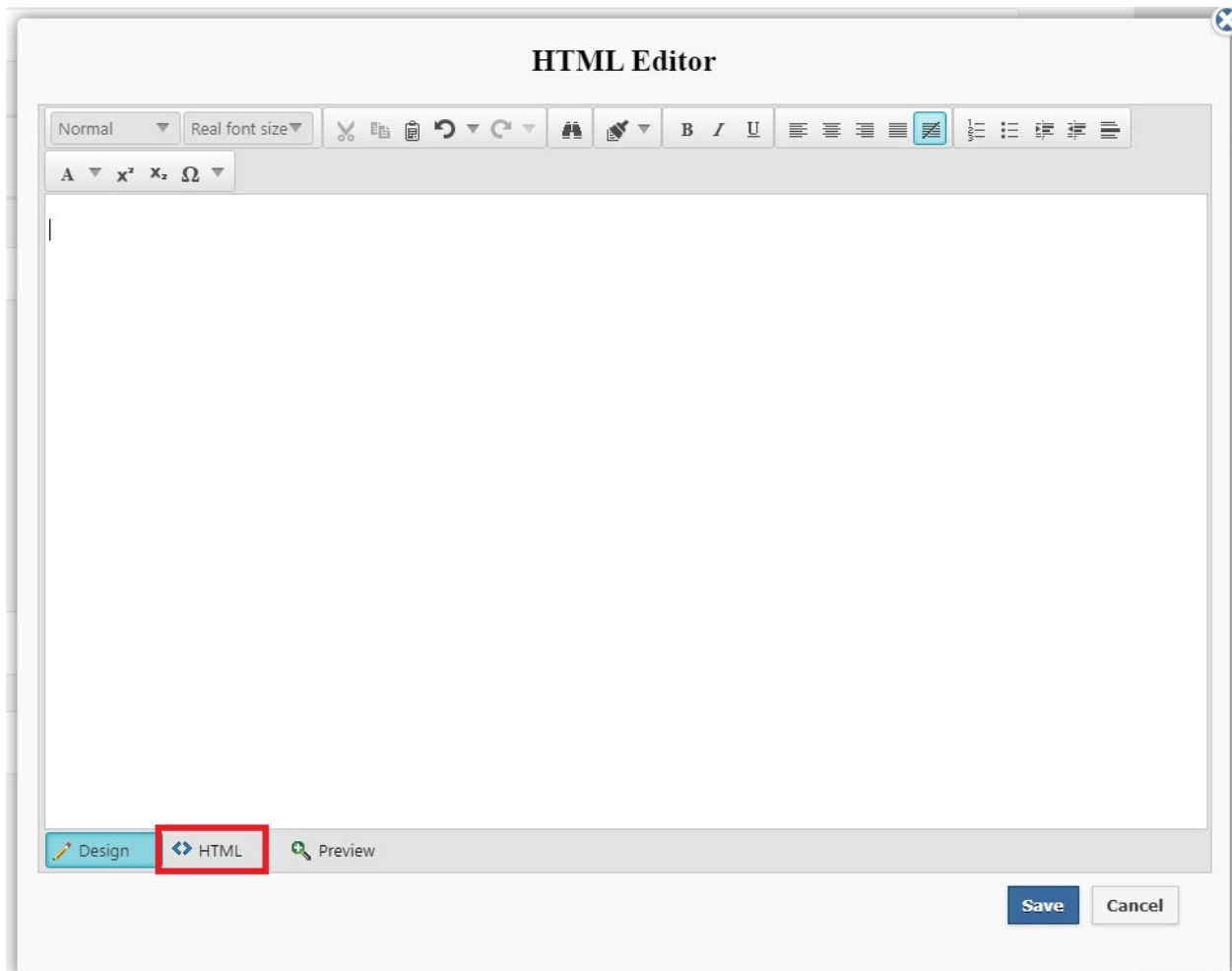
2. Once open, use the task bar to create or edit formatting, including bolding, italics, underline, text justification, bullet points, symbols, and more.



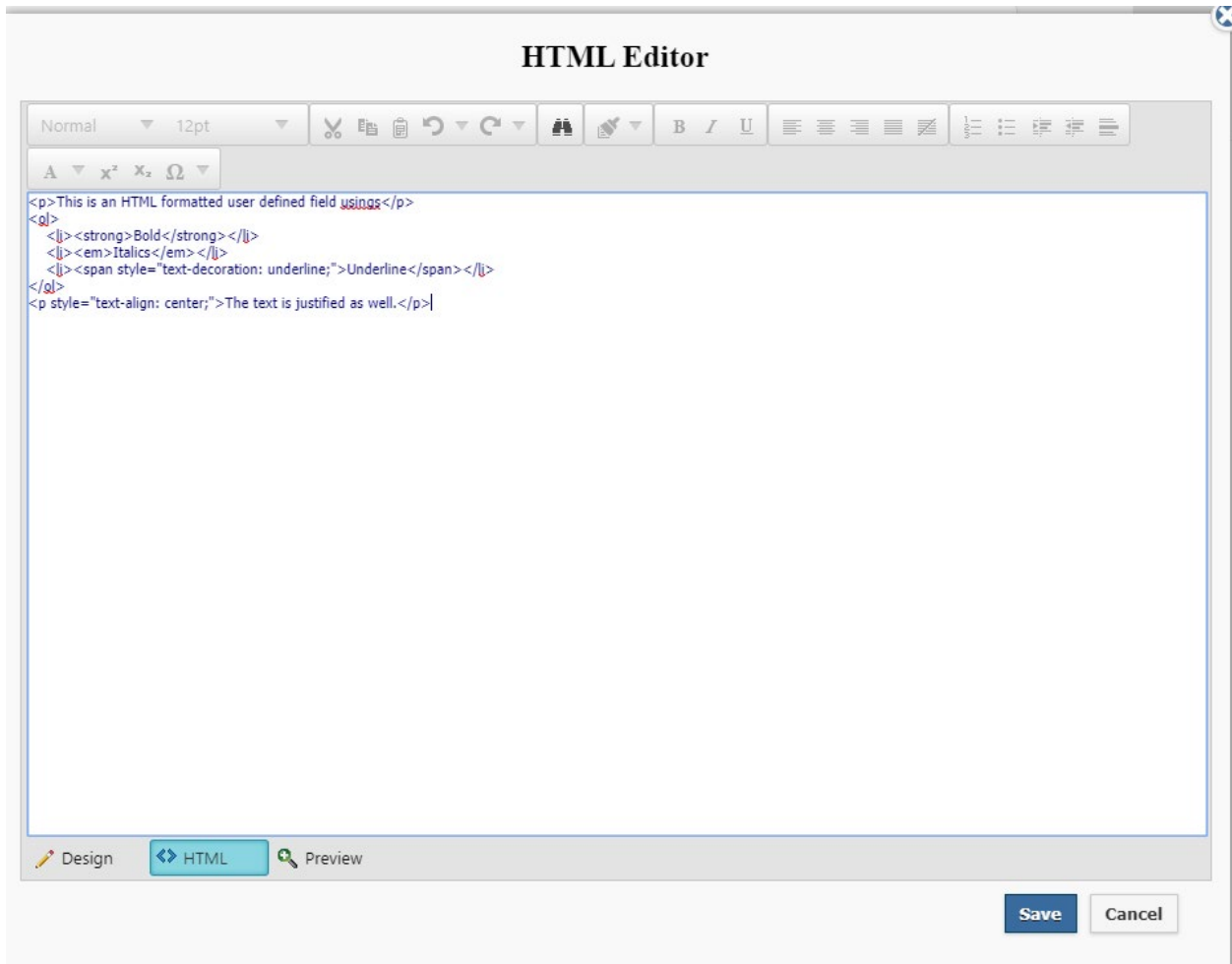
3. After entering and formatting the text, click **Save** and the formatted text will be saved in the service record user defined field.



4. For more advanced formatting options, click the <> **HTML** button at the bottom of the user defined field, which will display the currently existing, editable HTML tags.



5. Then add to or change the HTML tags as needed. Return to the original design view by clicking the **Design** button.



To activate this new functionality, please contact your Project Manager or ITC to set this up in your service templates.