

## 1.15 User Defined Fields

Although Trent is very comprehensive there are some items of data specific to the University that the standard software cannot hold. User defined fields are used to save information which is not already included within Trent. User defined fields must be attached to User defined categories

1. Use the search facility to locate the person whose details you wish to maintain, or if already working with the correct record, use the navigation trail to return to the people menu.
2. Select the "User defined forms" folder from the main menu.
3. Select UDF categories (People)
  - Health and safety
  - Absence
  - Attachments
  - User defined forms
    - UDF Categories (People)
  - Process chaining
4. The list of UDF categories will be displayed

UDF Category	No. of rows
<input type="radio"/> Clinical Seniority	0
<input checked="" type="radio"/> College Membership	0
<input checked="" type="radio"/> DP Amalgamation	0
<input checked="" type="radio"/> GMC Registration no	0
<input checked="" type="radio"/> Pay & Grading autoincrement protection	0
<input checked="" type="radio"/> Payroll URN	1
<input checked="" type="radio"/> Personal Faculty Membership	0
<input checked="" type="radio"/> Personal Roll Details	1
<input checked="" type="radio"/> Red circle status	0
<input checked="" type="radio"/> Removal Expenses Eligibility	0
Expand/Collapse folders	
UDF Categories	
<input checked="" type="radio"/> UDF Details (People)	
Process chaining	

5. Select the UDF category required

6. Select UDF Details (People) menu and then New – UDF Details (People)



7. The relevant form will be displayed in the display pane
8. Complete the form
9. Click on the  button.