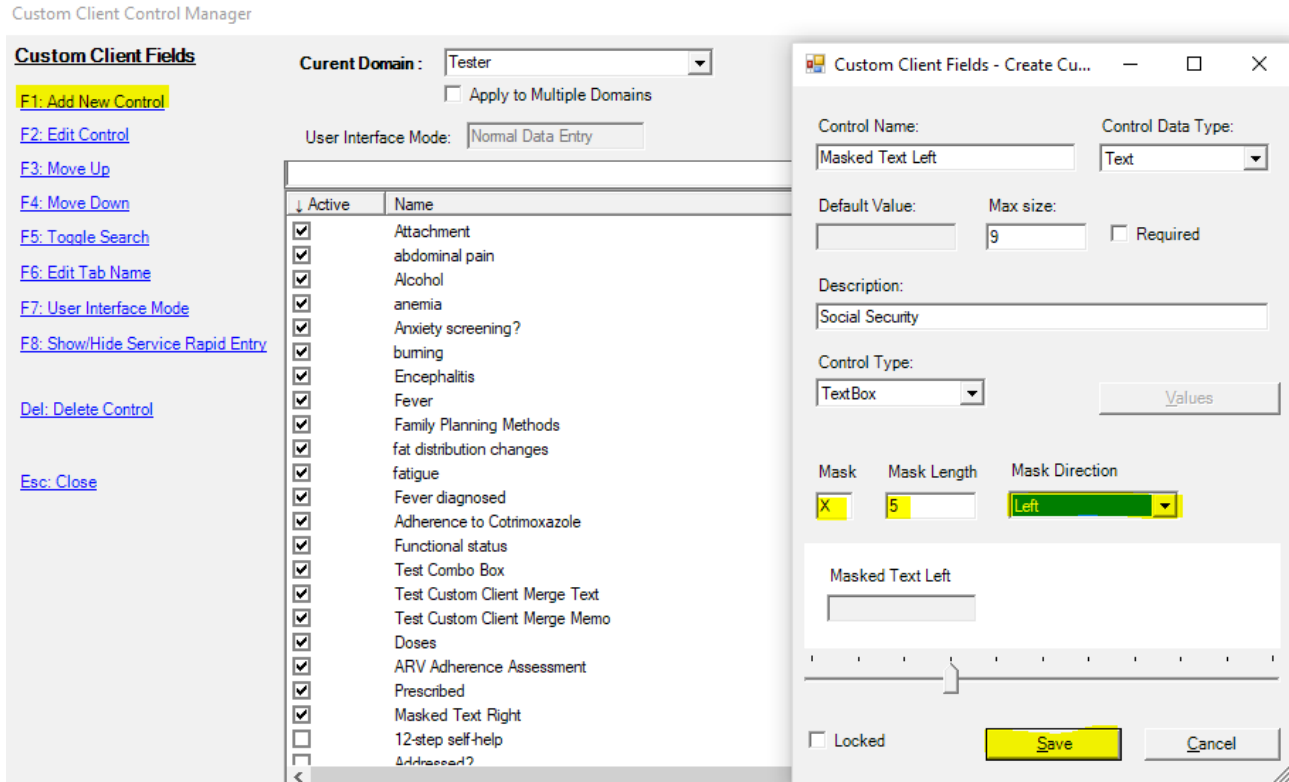


As of build 819, text values can be masked for custom fields. To mask text values in custom fields:

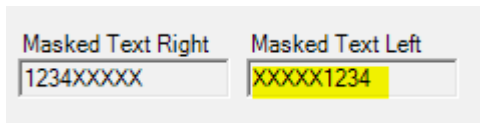
1. Click *Administrative Options*.
2. Click *Custom Features*.
3. Click *Custom Client Fields* (or any custom feature for that text control).
4. Click *Add New Control*.



**Mask** – The mask is the character that will replace masked values. In this case, the X will replace the first five digits in a client's social security number.

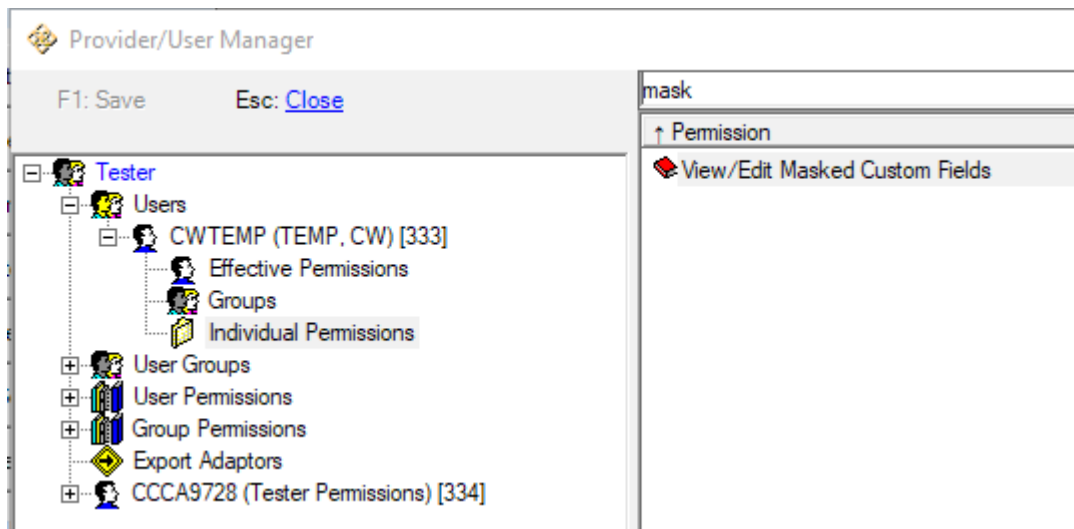
**Mask Length** – The mask length determines the number of characters that will be masked. In this case, the maximum size is 9 and the mask length is 5, four non-masked characters will be displayed.

**Mask Direction** – The mask direction can be set to right or left. In this case, the mask direction is set to the left. The social security number '123451234' will be displayed as 'XXXXX1234'.



When the mask direction is set to the right, 1234 is visible on the left.

In order for the values to be masked, users must have *View/Edit Masked Custom Fields* revoked.



To grant or revoke this permission:

1. Click *Administrative Options*.
2. Click *Provider User Manager*.
3. Expand *Users*.
4. Expand the users account.
5. Click *Individual Permissions*.
6. Type *Masked Custom Fields* in the search field.
7. Right click the permission to *Grant* or *Revoke* that permission.

If that permission is granted, masked values will be visible to that user.