

Making a Custom Segment's Values Inactive

WARNING

This feature is not currently enabled in your account. To enable this feature, please contact your administrator.

In some cases, you may need to hide one or more of a custom segment's values. To hide a value, you make it inactive. Be aware that when you make a value inactive, it does not appear as a choice in the segment's list. However, if the value is a parent to another value, it still appears as a parent.

There are two ways to make a segment's value inactive:

- [Making a Value Inactive by Editing the Segment Definition](#)
- [Making a Value Inactive by Clicking Manage Values](#)

If appropriate, you can also delete a segment's values. For details, see [Deleting a Custom Segment's Values](#).

Making a Value Inactive by Editing the Segment Definition

In some cases, you may have a set of permissions that includes the ability to edit the segment definition. In these cases, you can make a value inactive by directly editing the segment's Values sublist. One advantage of this approach is that you can view all values as you modify the list.

To make a value inactive by editing the segment definition:

1. Edit the custom segment.
2. Locate the value you want to hide. Click in the **Inactive** column to display a check box.
3. Check the **Inactive** box.
4. Click **Save**.

Making a Value Inactive by Clicking Manage Values

In some cases, you may not have permission to edit segments, but you do have permission to edit values for a segment. In these cases, to make a value inactive, you must open a page designed specifically for managing the value. You get to this page by viewing the segment definition and clicking the button labeled Manage Values.

To make a value inactive by clicking Manage Values:

1. Go to Customization > Lists, Records, & Fields > Custom Segments (Administrator).
2. In the list, select the name of the segment for which you want to edit values.
The system opens the segment definition in view mode.
3. Click **Manage Values**. A list of the existing segment values appears.
4. Locate the value you want to modify and click the corresponding **Edit** button.
5. Check the **Inactive** box.
6. Click **Save**.

Related Topics