

View a User Defined Field

To view a user defined field (UDF), complete the following steps:

1. From the **Administration** tab, click **Manage Organizations>User Defined Fields >View**. The *Select OTC Endpoint* screen appears.
2. Select the highest-level organization for which you would like to view UDF. A *View User Defined Field* page appears.
3. Click on any of the UDFs to view its characteristics (e.g., **Activity Type**, **Label**, **Description**, etc.). The characteristics appear as shown in Figure 1.

Figure 1. View User Defined Field

The screenshot shows a web interface titled "View User Defined Field". Below the title is a instruction: "Click on a User Defined Field to view its characteristics." Underneath, there is a section "Active User Defined Fields" containing a list item "UDF # 1 UDF 1". To the right of this list item is a table with the following characteristics:

Activity Type	Create Card Processing
Label	UDF 1
Description	UDF 1
Data Type	U.S. Monetary Amount
Display Order Number	1
Activity User Entry	Optional
Minimum Input Length	3
Maximum Input Length	8

At the bottom right of the page, there is a "Return Home" button.