View a User Defined Field

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

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields> View**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you would like to view user defined field. A *View User Defined Field* page appears.
4. Click on any of the user defined fields to view it characteristics (e.g. activity type, label, description, etc.). The characteristics appear.