

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

View User Defined Field

Click on a User Defined Field to view its characteristics.

Active User Defined Fields

☐ UDF # 1 UDF 1

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

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