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