Inactivate/Reactivate a SpeedChart v9

In this example, we no longer need the SpeedChart PHTR5Laser and will inactive it.

Reminder: In order to add or update a SpeedChart, you must have BFS access via the SARA process.

1. Your BFS (Berkeley Financial System) Home page might look different, depending upon your user access.

   Click the My Favorites expand button to the left of My Favorites.

2. The My Favorites expanded menu appears.

   Click the SpeedChart link.

3. The SpeedChart page opens. We could search using any of the fields on this page, and could change the Logical Operators in order to search more effectively.

   In this example, leave the SetID at the default that is associated with your User ID. We will tab to the SpeedChart Key field.

   Press [Tab].

4. In this example, we want to view other SpeedCharts created by our Department (Physics). We will enter the first two characters of our Department name and will search for any SpeedCharts beginning with "ph".

   Enter the desired information into the SpeedChart Key: field. Enter a valid value e.g. "ph".

5. Click the Search button.

6. The Search Results appear. Notice, there are 31 SpeedCharts in the list.

   Click the TR5 Laser Program - w/USC link.

7. The SpeedChart PHTR5LASER appears. Make sure you are in the correct SpeedChart.

   Click the Status drop-down button.
8. The **Status** drop-down menu appears.
   Click the **Inactive** list item.

9. Click the **Save** button.

10. In order to Activate this SpeedChart you would go through the same process and select, "Active" Status option.

    **Reminder:** Communicate this action with those who use this SpeedChart.

    **End of Procedure.**