# Make ChartField1 My Favorite

In this example, we will make the navigation to ChartField1 an item in My Favorites.

1. Your **BFS (Berkeley Financial System) Home** page might look different, depending upon your user access.
   
   We need to navigate to the **ChartField Values** page.
   
   Click the **Set Up Financials/Supply Chain** link.

2. Click the **Design ChartFields** link.

3. Click the **ChartField Values** link.

4. The **ChartField Values** page opens. In this example, we want to **Add to Favorites**.
   
   Click the **Add to Favorites** link in the upper right part of the page.

5. The **Add to Favorites** page opens.
   
   In this example, we would like the description to be a bit more precise and will change it. Click into the *Description* field.

6. By using the Backspace button, erase the word, "Values".
   
   Press **[Backspace]**.

7. To the word, "ChartField" add the number "1".
   
   Enter the desired information into the *Description* field. Enter a valid value e.g. "1".

8. The Description is now, **ChartField1**.
   
   Click the **OK** button.

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

10. **My Favorites** opens and there is **ChartField1**. This may be used as a shortcut to do other work with **ChartField1**.
11. To see how this My Favorites might be used, see "Change ChartField1". End of Procedure.