

AGENCY BPM – DELETE OR REVISE CHARTFIELD STRINGS

1. Once in the appropriate **Activity/Scenario** on the **Line Item Details** page, view the line item details.

Click the green check mark next to the ChartField string to be revised or deleted. This will display the **Modify Dimensions** screen.

2. To make a revision to a ChartField, click the **Search** button (magnifying glass at the end of the field). The **Look Up** screen will be displayed.
3. Select the new value for the ChartField.
4. Note the new ChartField value.
5. To delete a ChartField, click the **Delete** button.
6. A Message pop-up window will be displayed.
 - If you want to continue with the delete function, click **OK**
 - If the item should not be deleted, click **Cancel**.
7. This will return to the **Line Item Details** screen. From here new ChartField strings can be added.