## **Manage ChartFields**

Managing chartfields can be done from the "Account Management" tramline under the SystemAdmin site map.

1. Click on "Manage PI" (as indicated in the screenshot below). From the list of PIs, select a PI and click on the "Manage" button.



- 2. To manage chartfields, click on the "Fund Details" tab.
- 3. To add a chartfield, click on the "Add Chartfield" button and select a chartfield from the list of chartfields.
- 4. To remove a chartfiled, select the chartfiled by checking next to the "Fund #", and then click on the "Remove" button.
- 5. Save changes.

	DEL243						
Full Name	David E Levy						
Status	Active		Disabled Reason				
Email	David.Levy@nyumc.org						
Phone	212/263-8192						
DA?	No		Proxy DA?	No			
Restricted DA	No		PI?				
ab Member?	No		External to NYU?				
External Type			Institution				
Proteomic	s Voucher	Vouchers		•		-	
ser Departmen	ts Submitter Membership Fund De	tails Invoice Contacts					
Duete emis	a Variakan	lype		- 🕞	Start Date		End Date
		Chartfield		- •	07/01/2010		06/20/2012
SOM01-15-B-50000-NYUPG-870280(SY001)		Chartfield		- •	00/15/1000		00/14/2012
SOM01-25-B-50000-NYUPC-800527(SY001)		Chardfold			09/13/1999		09/14/2012
SOM01-23-B-50000-W10PG-800327(S1001)		Chantel					
COM01-25-B-50000-NV/IPC-100751/(2/001)		Chartfield			07/01/2011		06 (20 (2016
					0770172011		00/30/2010
SOM01-26-D-38000-72000-800586(S1001)							
30001-20		Charttield			40/04/0000		02/28/2013
SOM01-20	8-B-50000-NYOPG-801006(SY001)			_	10/01/2009		
SOM01-20	3-B-50000-NYUPG-801006(\$Y001)	Chartfield			10/01/2009		
SOM01-20 SOM01-20 SOM01-20 SOM01-15	3-B-50000-NYUPG-801006(SY001) 3-B-50000-NYUPG-801294(SY001) 5-B-50000-NYUPG-100967(SY001)	Chartfield Chartfield			09/01/2011		08/31/2012
SOM01-26 SOM01-26 SOM01-26 SOM01-15 SOM01-26	-E-50000-NYUPG-801006(S1001) 3-B-50000-NYUPG-801294(SY001) 5-B-50000-NYUPG-100967(SY001) 5-A-57054-00745-801552(SY001)	Chartfield Chartfield Chartfield			09/01/2010		08/31/2012

1. Click on chartfield2. Add newlyto manageawarded chart

2. Add newly 3. Expired chartfields will be automatically removed from LIMS, but you can remove them

4. Save all changes