| **Step** | **Action** |
| --- | --- |
|  | Start by clicking on the **Main Menu** |
|  | Scroll down and click on **Set Up Financials/Supply Chain** |
|  | Click the **Common Definitions** menu. |
|  | Click the **Design ChartFields** menu. |
|  | Click the **Define Values** menu. |
|  | Click the **ChartField Request** menu. |
|  | The ChartField Request page will be displayed.  Click on the **Find an Existing Value** tab**,** click the Clear button to remove the Search Criteria. |
|  | Enter your agency's SETID and choose Request Status = Pending Approval.  Click on the **Search** button.  The **Requests** that are Pending Approval will be displayed. |
|  | Click on the first **Request ID** on the list. |
|  | The **ChartField Request** will be displayed.  The Request Status will show Pending Approval. |
|  | Scroll to the bottom of the **ChartField Request.**  If the Request Action is grayed out, you do not need to approve this request.  Click on the **Next in List** button to review the next request. |
|  | If the Request is available to approve, click on the look up for the **Request Action**.  **Choose the desired Action --**    **Approve** will save the ChartField to the SMART ChartField table and the ChartField will be available for use.  **Deny** will allow requestor to Update or Cancel the request.  **Hold** request is put on hold seeking more information  **Update** request is modified and the page made editable  Click the **Approve** list item. |
|  | Click the **Go** button to process the Request Action. |
|  | After the Request Action is complete, click the **View Approval Flow** link to see the status of the Approvals. |
|  | The **Agency ChartField Approver** will show the Request Action taken. |
|  | Click the Return button to go back to the ChartField Request. |
|  | **End of Procedure.** |