

FOAPAL CODE DELETIONS

Last Updated on: 7/30/2008

The screenshot shows the 'My Profile' page for Bridget Brown. The 'FOAPAL/Field Values' section is active, displaying a table with columns: Custom Field Name, Default Value, Description, and Edit Values. The 'Organization' row is highlighted in yellow, and its 'Edit' button is pointed to by an arrow from a box labeled '1.'.

| Custom Field Name | Default Value | Description | Edit Values |
|-------------------|------------------|--------------------------|----------------------|
| Chart | E | East Carolina University | Edit |
| Fund | No Default Value | | Edit |
| Organization | 230601 | AF Purchasing | Edit |
| Account | No Default Value | | Edit |
| Program | No Default Value | | Edit |
| Activity | No Default Value | | Edit |
| Location | No Default Value | | Edit |

1. Click on the **Edit** button that corresponds to the FOAPAL element that you need to delete from your profile. In this example, we are deleting an **Org** value. **Note:** The steps for deleting a value are the same for each element: Fund, Organization, Account, Program, Activity, and Location.

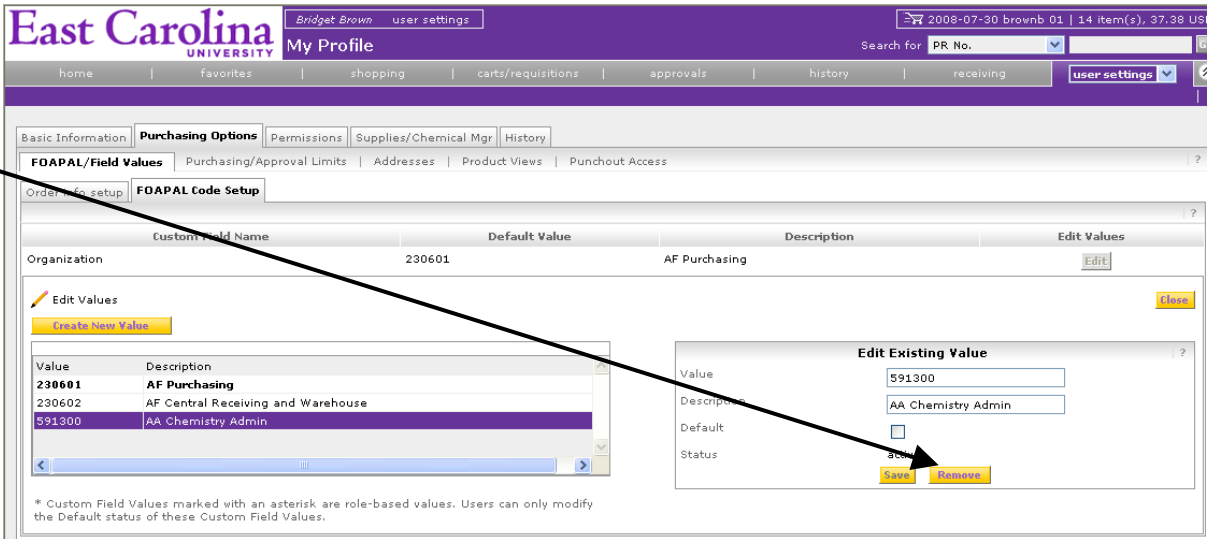
The screenshot shows the 'Edit Values' dialog box for the 'Organization' field. The dialog box contains a table with columns: Value, Description. The value '230601' is selected, and its description is 'AF Purchasing'. A box labeled '2.' has an arrow pointing to this value.

| Value | Description |
|--------|------------------------------------|
| 230601 | AF Purchasing |
| 230602 | AF Central Receiving and Warehouse |
| 591300 | AA Chemistry Admin |

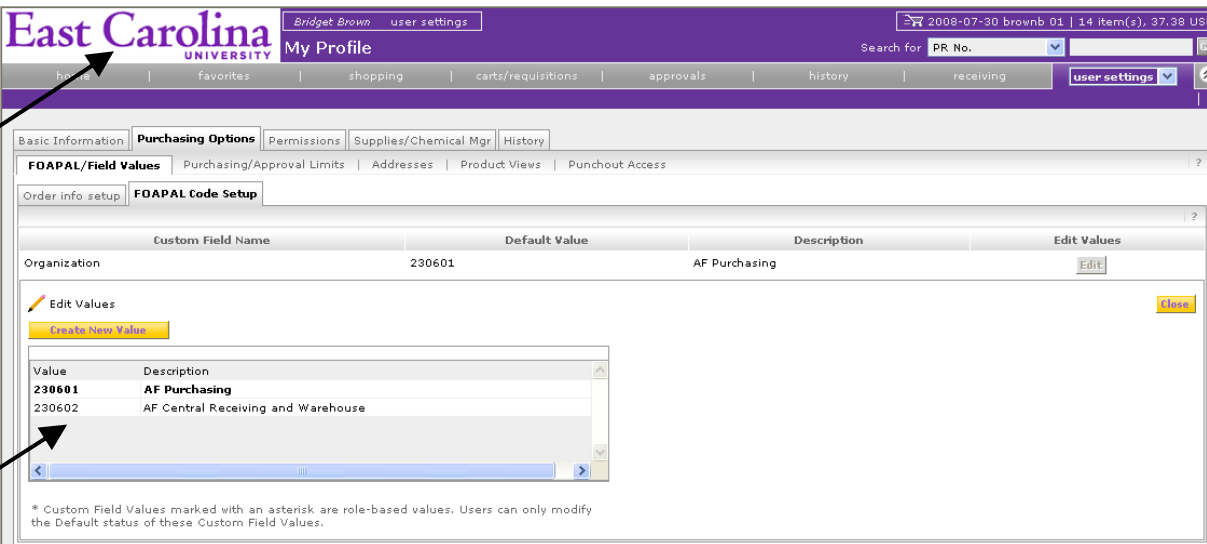
2. Click on the value that you want to remove from your profile.

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3. Click on the **Remove** button.



4. Notice the value has been removed from your list of values for **Orgs** in your profile.

5. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.