

Step-by-Step Instructions for Applying Speed Charts

1

During the checkout process, you can apply Speed Charts to streamline the process for entering chartfield information. Speed Charts will pre-populate certain chartfield information at the line item level.

▲ Log in to Ohio Buys. Add items to your shopping cart and begin the checkout process.

2

To apply Speed Charts, navigate to the line item you want to apply the Speed chart to and click the **Pencil** (✎) icon.

<input type="checkbox"/> Edit	#	Products types	Ref.	Item description	Ordered Quantity	Unit	Price	Total	Deliv. date	Start Date	End Date	OAKS ID	Supplier
<input type="checkbox"/> ✎	3589-1	Product		test speed	1.00	Each			10/26/2019				

3

In the Pricing section, click **Yes** under **Do you want to apply a Speed Chart?**

Pricing

USD

Total Amount

Supplier Quote ID

Do you want to apply a Speed Chart?

Yes

No

Speed Chart can be applied

Do you want to apply a Speed Chart?

Yes

No

4

A new field will appear. Type the Speed Chart code into the field and select it from the drop-down menu. These codes are the same codes you should be familiar with from OAKS.

Please select a code and SAVE to be able to apply SC

▼

DAS01 - DASFACADM-DAS106225 BREAKDOWN

[See All](#)

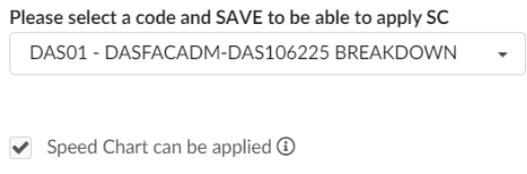
▲ To view all of the Speed Charts for your organization, click **See All**

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5 After selecting your Speed Chart, click **Save**.

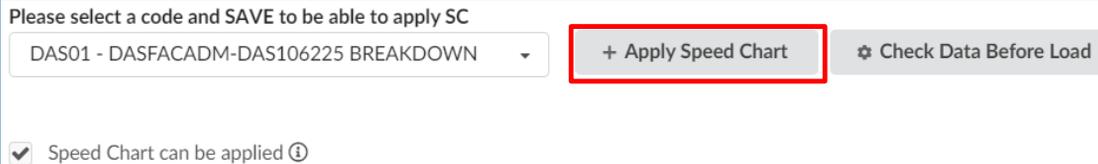
A blue rectangular button with a white border and a white document icon to the left of the text "Save".

6 The Speed Chart has been saved to the line item. After saving the Speed Chart, the checkbox next to Speed Chart can be applied will be automatically populated.

A screenshot of a software interface. At the top, it says "Please select a code and SAVE to be able to apply SC". Below this is a dropdown menu with the text "DAS01 - DASFACADM-DAS106225 BREAKDOWN". At the bottom, there is a checked checkbox followed by the text "Speed Chart can be applied" and an information icon.

▲ Note that Speed Charts function like all other budget information and must be applied at the line item level.

7 To apply the Speed Chart to the line item, click **+ Apply Speed Chart**.

A screenshot of a software interface. At the top, it says "Please select a code and SAVE to be able to apply SC". Below this is a dropdown menu with the text "DAS01 - DASFACADM-DAS106225 BREAKDOWN". To the right of the dropdown is a button with a red border and the text "+ Apply Speed Chart". Further right is a button with a gear icon and the text "Check Data Before Load". At the bottom, there is a checked checkbox followed by the text "Speed Chart can be applied" and an information icon.

▲ To review the data that will be applied by a Speed Chart, you can click **Check Data Before Load**. This will provide a view of all of the chartfield information that will be filled when the Speed Chart is applied.

8 The Speed Chart data has been applied. To view this information, and to add data for any fields not captured in the Speed Chart, click **Budget Information**.

A blue rectangular button with a white border and a white right-pointing arrow to the left of the text "Budget Information".