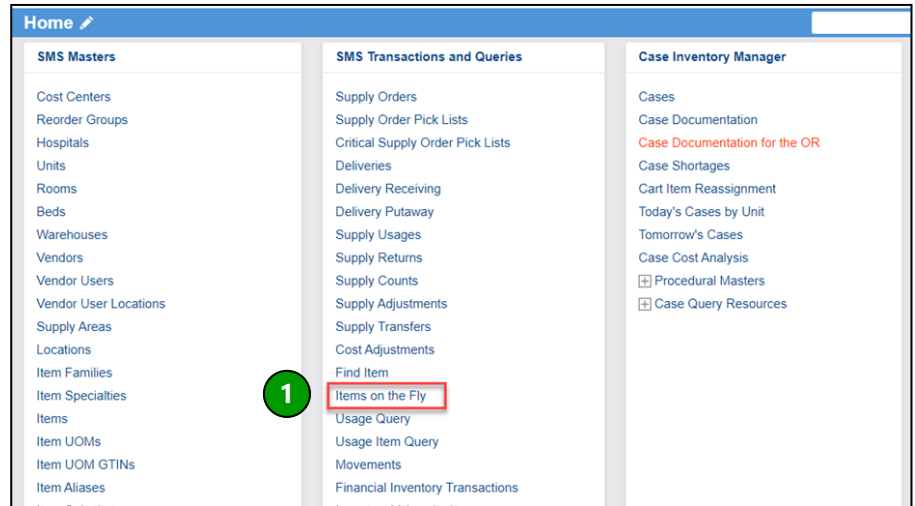


## INACTIVATE ACTIVE ITEM ON THE FLY

Items that were added "On The Fly" can be inactivated in Tecsys by following these steps.

### Inactivate Active Item On The Fly

1. Select the **Items on the Fly** resource from the Tecsys Home screen.
2. Enter any necessary **item information** into the search criteria (item number, description, etc).
3. Enter "**1**" into the **Active** field to limit your search to only the active Items on the Fly.
4. Double click **Yes** in the **Active** column of the item needing to be inactivated.
5. Select **No** from the dropdown.
6. Select the **check mark** to save the **status**.



**Items on the Fly**

Search Criteria  |

2 Item    
3 Active     
 Created On

Records 1-50 of 400+

<input type="checkbox"/>	Item	Active	Description 1	Description 2
<input type="checkbox"/>	00711889	<input type="radio"/> Yes	moray forceps	steris
<input type="checkbox"/>	01-01	<span>4</span> <input type="radio"/> Yes	ultrasound transmission gel	parker
<input type="checkbox"/>	01-1200-0007	<span>5</span> <input type="text" value="No"/> <input type="button" value="v"/>	child	Orthopediatrics
<input type="checkbox"/>	01250-20"-01	<span>6</span> <input checked="" type="checkbox"/> <input type="button" value="x"/>	al knee immobilizer	ezywrap
<input type="checkbox"/>	014396.	<input type="radio"/> Yes	GUIDE WIRE	SMITH&NEPHEW
<input type="checkbox"/>	0150421	<input type="radio"/> Yes	Tibia base with plug	BIOMET
<input type="checkbox"/>	0150462	<input type="radio"/> Yes	Total Femur Diaphyseal Coupler	Biomet
<input type="checkbox"/>	0161012	<input type="radio"/> Yes	Femoral component Left Fem	Biomet

### QUESTIONS?

Please email [businesseducation@vumc.org](mailto:businesseducation@vumc.org).

Updated 8/28/2023