



Add a Row

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In a table or grid, click **+Add** to add a new data entry row. A new row is added to the bottom of the grid or list.



Delete a Row

Click to delete a row. This icon is displayed next to any row that can be deleted. The row is shaded red to indicate that it will be deleted when the record is saved.

If you do not want to delete the selected row, click again to unselect the row for deletion.

The screenshot shows a web application interface for 'Credit Card Codes'. At the top, there is a 'Save' button and a 'Finance' dropdown menu. Below that, there are tabs for 'CREDIT CARD CODES' and 'DUE TO FUND'. A search area includes a 'Starting Credit Card Code' field, a 'Retrieve' button, and a 'Print' button. The main part of the interface is a table with the following columns: Delete, Credit Card Code, Description, Vendor Nbr, Sort Key / Vendor Name, Fund, Func, Obj, Subl, Org, Fiscal Year, Pym, Ed, Span, Project Detail, and Active. The table contains four rows. The second row, 'OFFMAX', is highlighted in red, indicating it is selected for deletion. The 'Delete' column for this row contains a trash icon. The 'Active' column for this row contains a checked checkbox. The first row is 'BOA', the third is 'WELLS', and the fourth is 'WELLS FARGO VISA'. At the bottom of the table, there are navigation buttons: 'First', a dropdown menu showing '1 / 1', and 'Last'. An 'Add' button is located at the bottom right of the table area.

If restrictions exist, a message is displayed indicating the reason.