



**Add a Row**



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## Add a Row

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.

The screenshot shows a web application interface for 'Credit Card Codes'. At the top, there's a 'Save' button and a 'DUE TO FUND' section with 'Starting Credit Card Code' input and 'Retrieve'/'Print' buttons. Below is a table with columns: Delete, Credit Card Code, Description, Vendor Nbr, Sort Key / Vendor Name, Fund, Func, Qtr, Subl, Qtr, Fiscal Year, Pym, Ed, Sean, Project Detail, and Active. The table contains four rows: BOA (BANK OF AMERICA MC), HOME (HOME DEPOT), OFFMAX (OFFICEMAX), and WELLS (WELLS FARGO VISA). A fifth row is highlighted in yellow, representing a new row to be added. At the bottom right, an arrow points to the '+Add' button.

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Fund	Func	Qtr	Subl	Qtr	Fiscal Year	Pym	Ed	Sean	Project Detail	Active
	BOA	BANK OF AMERICA MC	39690	BANK OF AMERICA MASTERCARD / BANK OF AMERICA MASTERCARD	180	00	2110	23	000	X	00	0	00		<input checked="" type="checkbox"/>
	HOME	HOME DEPOT	37811	HOME DEPOT / HOME DEPOT	180	00	2110	22	000	X	00	0	00		<input checked="" type="checkbox"/>
	OFFMAX	OFFICEMAX	36417	OFFICEMAX CREDIT PLAN / OFFICEMAX CREDIT PLAN	180	00	2110	23	000	X	00	0	00		<input checked="" type="checkbox"/>
	WELLS	WELLS FARGO VISA	39689	WELLS FARGO VISA / WELLS FARGO VISA	180	00	2110	22	000	X	00	0	00		<input checked="" type="checkbox"/>
										X					<input checked="" type="checkbox"/>

## 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 the same 'Credit Card Codes' table. The row for 'OFFMAX' (OFFICEMAX) is now shaded red, indicating it is selected for deletion. A trash icon is visible in the 'Delete' column next to this row. The other rows remain unchanged.

Delete	Credit Card Code	Description	Vendor Nbr	Sort Key / Vendor Name	Fund	Func	Qtr	Subl	Qtr	Fiscal Year	Pym	Ed	Sean	Project Detail	Active
	BOA	BANK OF AMERICA MC	39690	BANK OF AMERICA MASTERCARD / BANK OF AMERICA MASTERCARD	180	00	2110	23	000	X	00	0	00		<input checked="" type="checkbox"/>
	HOME	HOME DEPOT	37811	HOME DEPOT / HOME DEPOT	180	00	2110	22	000	X	00	0	00		<input checked="" type="checkbox"/>
	OFFMAX	OFFICEMAX	36417	OFFICEMAX CREDIT PLAN / OFFICEMAX CREDIT PLAN	180	00	2110	23	000	X	00	0	00		<input checked="" type="checkbox"/>
	WELLS	WELLS FARGO VISA	39689	WELLS FARGO VISA / WELLS FARGO VISA	180	00	2110	22	000	X	00	0	00		<input checked="" type="checkbox"/>

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