



## Add a Row



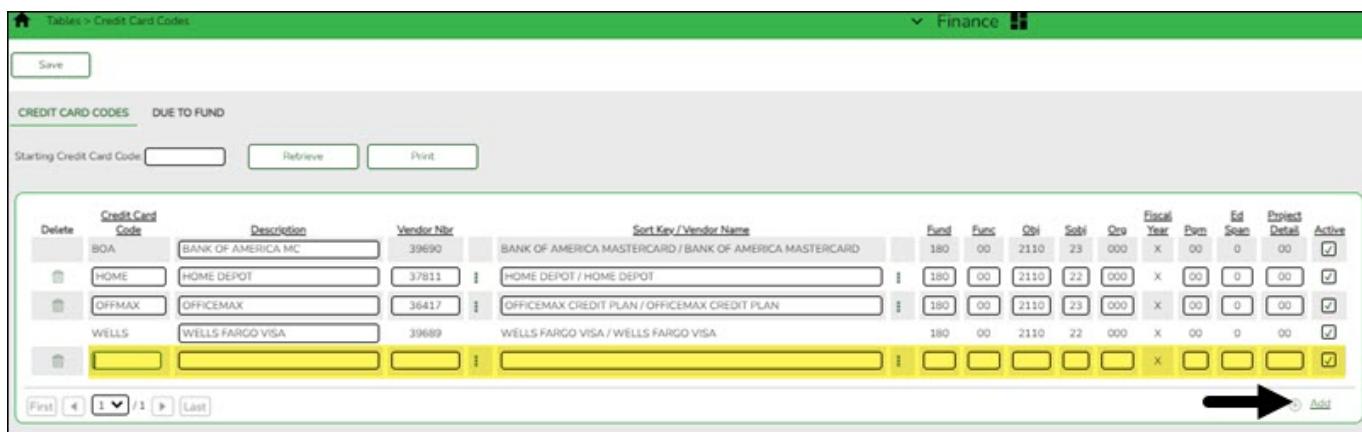
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## Add a Row

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.

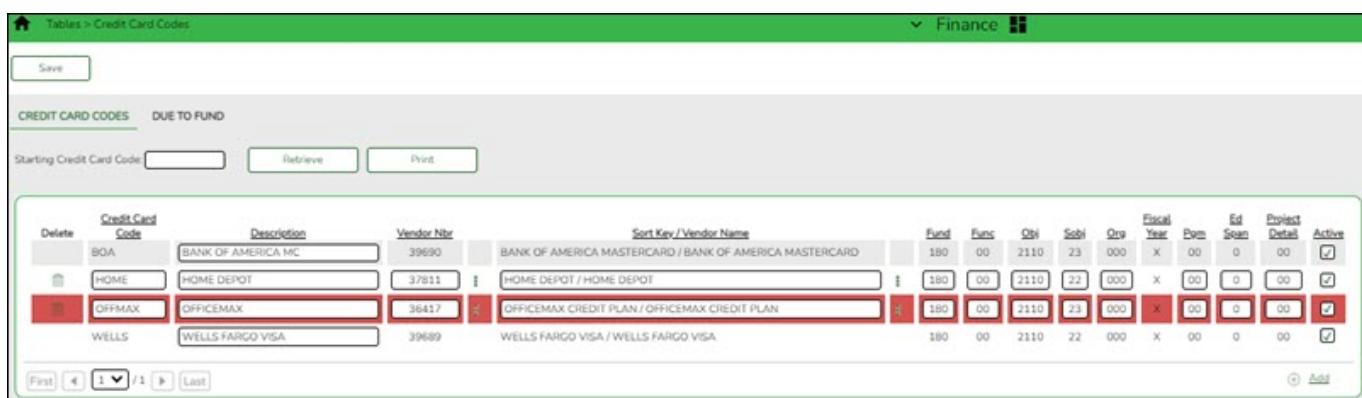


The screenshot shows a table titled 'CREDIT CARD CODES' with a 'DUE TO FUND' tab selected. The table has columns for Delete, Credit Card Code, Description, Vendor Nbr, Sort Key / Vendor Name, Fund, Func, Obj, Subl, Org, Fiscal Year, Ed, Dom, Expire, Project Detail, and Active. A new row is being added at the bottom, indicated by a yellow background and a yellow arrow pointing to the 'Add' button in the bottom right corner.

## 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 table as the previous one, but the second row (OFFICEMAX) is highlighted with a red border. This indicates that the row is selected for deletion. The 'Delete' column for this row contains a red delete icon.

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