

Other functions and features:

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System codes are displayed in the top grid and cannot be changed or deleted.

❑ In the **User Codes** (bottom) grid, click **+Add** to add an action code.

A pop-up window opens.



Action	Type a valid two-character action code. • Codes can begin with any letter after D. • You cannot use a code that is reserved for system codes.
PEIMS	Select the equivalent PEIMS code for the action code, if applicable.
Description	Type the description of the code. A quotation mark (“) is not a valid character. You can type up to 60 characters.

❑ Click **OK** to close the window.

❑ Click **Save**.

	Edit a record. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid. Or, click **Cancel** to close the window without making changes. For the current year, you cannot edit an action code that is used in a student discipline record.
	Delete a row. 1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). For the current year, you cannot delete an action code that is used in a student discipline record.

Print	Print system and user action codes. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click  to save and print the report in PDF format. Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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