



## Other functions and features:

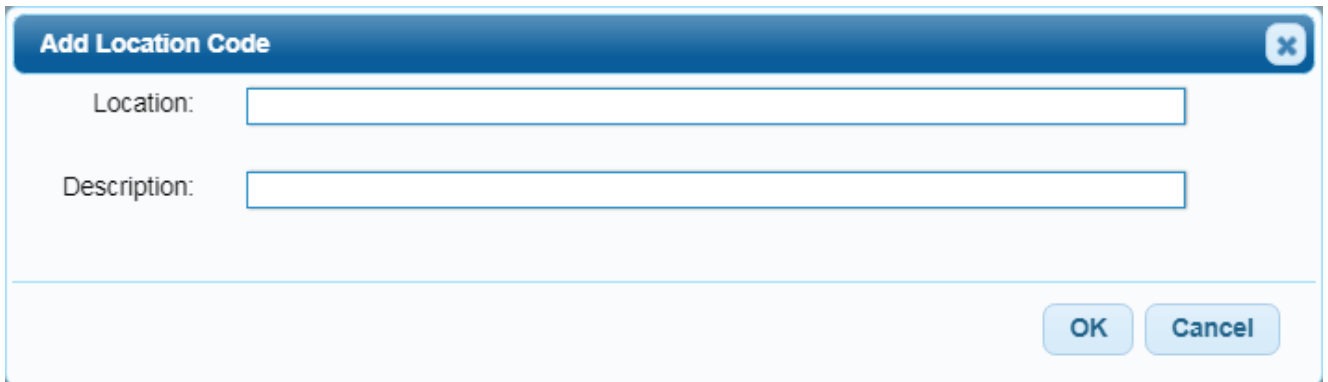


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☐ Click **+Add** to add a level.

A pop-up window opens.






The image shows a pop-up window titled "Add Location Code" with a close button (X) in the top right corner. Inside the window, there are two text input fields: "Location:" and "Description:". At the bottom right of the window, there are two buttons: "OK" and "Cancel".

<b>Location</b>	Type a code for the location, up to three characters.
<b>Description</b>	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 25 characters.

☐ Click **OK** to close the window.

<b>PEIMS Behavior Location Code</b>	Select the corresponding PEIMS location code. The field is required for each location code. It provides a crosswalk for the Behavior Location Code in the PEIMS record for the <b>Location of Incident</b> field on <a href="#">Discipline &gt; Maintenance &gt; Student &gt; Maintenance</a> .
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☐ Click **Save**.


	<p><a href="#">Edit a record.</a></p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid. Or, click <b>Cancel</b> to close the window without making changes.</p> <p>For the current year, you cannot edit a location that is used in a student discipline record.</p>
	<p><a href="#">Delete a row.</a></p> <p>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.</p> <p>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete a location that is used in a student discipline record.</p>


**Print** [Print location codes.](#)

**Review the report using the following buttons:**


Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  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.



## Back Cover