



Other functions and features:

Table of Contents

Existing country codes are displayed in order by code.

☐ Click **+Add**.

A blank row is added to the grid.

Code	Type a two-character code for the country.
Name	Type the name of the country, up to 25 characters.

☐ Click **Save**.


☐ To update a country name, type over the existing name and save.

You can only update the country name; you cannot update a code. To change a code, you must delete and re-enter the code and description.

Other functions and features:



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).



Back Cover