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 Other functions and features:

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Existing transfer factor codes are displayed in order by code.

- **System** codes are displayed in the top grid and cannot be updated.
- The **User** code grid is displayed below the system code grid.

❏ Click **+Add**.

A blank row is added to the **User** code (lower) grid.

code	Type a one-character code (A-Z) that is not already in use. Only alpha codes are allowed.
description	Type a description of the code, up to 35 characters.

❏ Click **Save**.

❏ To update a code or description, type over the existing text and save.

NOTE: A code cannot be changed once it is associated with a student.

Other functions and features:

A code cannot be deleted if it is associated with a student.
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).

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