



## Select Local Program



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The Local Special Program Code lookup is used to select local program codes from the campus-level codes established on [Maintenance > Campus Profile > Campus Local Ent/Wd Program Codes](#).

## Select a code:

- Programs are listed in alphabetical order by code. The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- To search for a specific local program code, begin typing the code or local program name in the **Search** field. The list is automatically filtered to display the special programs that *contain* the characters you have typed.
- When you locate the code you want to retrieve, click the code. The lookup closes, and the parameter is populated with the code.
- Click **Cancel** to close the lookup without selecting a code.



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