

Designators

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This tab allows you to maintain a table of campus designator codes that can be used to designate rooms or instructors according to certain criteria, characteristics, or equipment (e.g., C = computers available) or certain skills or characteristics (e.g., S = sign language).

Add code:

Existing designator codes are displayed in order by code.

Click **+Add** to add a designator code. A blank row is displayed in the grid.

Field	Description
Designator	Type a one-character code for the designator.
Description	Type a description for the department code, up to 30 characters.

To edit a code or description, type over the existing data.

Click **Save**.

Other functions and features:

	Delete a record. 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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