


# Designators

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# 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 added to the grid.

| | |
|---|---|
| **Designator** | Type a one-character code for the designator. |
| **Description** | Type a description for the designator 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.<br>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.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>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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