



collegecode

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Human Resources > Tables > Credential > College Code

This tab is used to maintain codes for colleges and universities as well as the name of the institution and the state in which the institution is located.

Add college codes:

Click **+Add** to add a row.

Note: If an employee has a degree from a foreign university, enter the name of the college only in the **College Name** field.

| Field | Description |
|----------------------|--|
| College Code | Type the code that represents the college or university for the record being added. The code is limited to six characters. |
| College State | Click  to select the state, or type the two-character state abbreviation. |
| College Name | Type the name of the college represented by the college code. The description can be a maximum of 30 characters. |

Click **Save**.

Other functions and features:

| | |
|-----------------|--|
| Retrieve | Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost. |
| Print | Print the code table data. Click to print code table data. The following Credential Code Table options are displayed: Current Tab Page - prints only the tab page currently open. Selected Code Tables - displays the following Credential Code Table Selection options: Major/Minor Table College Table Certification Type Table Specialty Area Table Teaching Specialty Table Service Record Notes Table All Account Code Tables - prints all the Account Codes tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab. Review the report. |

**Delete a row.**

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.



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