



## **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.



<b>code</b>	Type a one-character code (A-Z) that is not already in use. Only alpha codes are allowed.
<b>description</b>	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:

	<p>A code cannot be deleted if it is associated with a student.  <a href="#">Delete a row.</a></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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