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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.

code	Type a one-character code (A-Z) that is not already in use. Only alpha codes are allowed.
descripti	on 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.	
NOT	E: A code cannot be changed once it is associated with a student.

Other functions and features:



A code cannot be deleted if it is associated with a student. Delete a row.

- 1. Click $\overline{}$ 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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