

scheduling_msg_tables_department_body

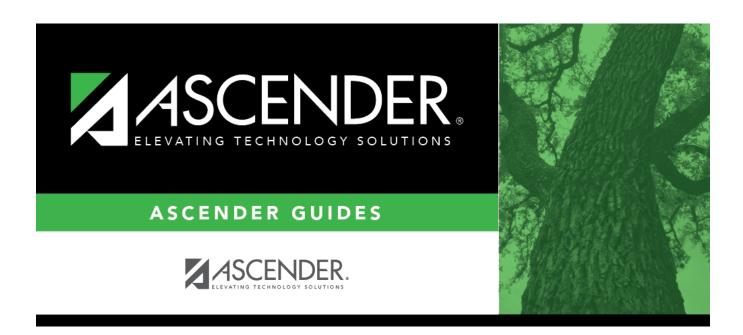
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Existing department codes are displayed in order by code.	
☐ Click +Add to add a department code. A blank row is added to the grid.	
Department Type a three-character code for the department.	
Description Type a description for the department code, up to 30 characters.	
\square To edit a code or description, type over the existing data.	
☐ Click Save .	

Delete a record.

- 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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