



# **scheduling\_msg\_tables\_subject\_body**



# Table of Contents



Existing subjects are displayed in order by code.

Click **+Add** to add a subject code. A blank row is added to the grid.


<b>Subject</b>	Type the one-character code for the subject.
<b>Description</b>	Type the description for the subject area code, up to 30 characters.

To edit a code or description, type over the existing data.

Click **Save**.



#### Delete a record.

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.
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).



## Back Cover