



## Country Codes



# Table of Contents

**Country Codes** ..... 1



# Country Codes

**Registration > Maintenance > District Profile > Tables > Country Codes**

This tab allows the district to maintain a table of country codes.

## Update data:

Existing country codes are displayed in order by code.

Click **+Add**. A blank row is displayed in the grid.

In the Code field, type the code for the country. The field must be two characters and cannot already exist in the table.

In the Name field, type the name of the country for the country code. The field can be up to 25 characters.

Click Save.

To update a country name, type over the existing name, and then click Save.

Note: You can update the country name for a code; however, you cannot change a code. You must delete and reenter the code and name.

To delete a country code, click . 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.

Click Save. A message is displayed asking you to confirm that you want to delete the row.

Click Yes to continue. The selected rows are deleted. Otherwise, click No.

Note: 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