

Adding Program Codes - Include v4.4

1. On the **Manage Program Codes Master List** page, in the **Program Code** field, enter a unique program code. This is likely to be a very short representation of the program.

Program Code *	Program Name	
<input type="text"/>	<input type="text"/>	<input type="button" value="+ Add Program Code"/>

2. (Optional) In the **Program Name** field, enter a program name.
3. Click **Add Program Code**. The new program code appears in the list.

For each organization family, active program codes must be unique. The list may contain two entries with the same program code, if one is active and the other is inactive.