# **Code Grid View**

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## **Summary**

The Code Grid View provides a view of all information for code items by Code Type.

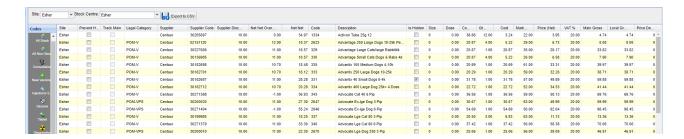
Note: This grid is read-only and codes cannot be changed from here. For information on how to edit a code, see the Code Maintenance page.

### **Details**

Code Grid View can be accessed from the Administration menu. (Administration > Code Entry > Code Grid View).

#### **Using Code Grid View**

- 1. Filter by Site and by Stock Centre using the filters provided.
- 2. Select a **Code Type** from the left-hand menu to load the relevant codes.
- 3. The codes will be displayed in a list format.
- 4. Use the scroll bars along the bottom and right-hand side to view codes and details.
- 5. Use the paging arrows at the bottom of the screen to view more codes.



#### **Export to CSV**

The Code Grid View can be exported as an Excel spreadsheet using the 'Export to CSV' button provided at the top of the screen.