

Edit Dictionary Values

Dictionaries can be maintained by adding new values or deactivating existing values when they no longer need to be used. You cannot remove values from a dictionary.

To edit dictionary values, you must have Manage Dictionary feature group permissions.

1. Locate the dictionary you want to edit on the Dictionaries page.
2. Click on the dictionary's Actions menu icon and select "Edit Dictionary Values." The Dictionary Values screen appears.
3. Perform the following actions as needed, selecting **Close** when finished.

To add a new value:

- Click **Add New Value**.
- On the Add Dictionary Value screen, enter the new value in the **Value** field.
- If you want to delay availability of the value, select "No" in the **Is Active** field.
- Click **Create**. The value is added to the list on the Dictionary Values screen.

To deactivate an existing value:

- Click **Edit** next to the value.
- On the Edit Dictionary Value screen, select "No" in the **Is Active** field.
- Click **Save**.