

# Code Manager

Desktop application (Visual Basic, CDS/ISIS database) to manage the tables of codes/values used by SciELO Methodology.

Used in the [Local Server](#)

This program is only used if it is necessary to change data of the [customizable tables \(newcode database\)](#)

## Opening the program

Use the Windows menu to open the program.

images/scielo\_menu.png

Or use the Windows Explorer:

```
c:\scielo\bin\codes\codes.exe
```

(or corresponding to c:\scielo)

## Managing the tables

1. Select File > Open:

images/codemanager\_file\_open.png

- **Restricted Area** is used only by SciELO Methodology team. It is password protected. ([Code database](#))
- **Customizing Tables** is to manage the customizable tables. ([Newcode database](#))

## Accessing a table

Select the name of one of the tables, then click on the [...] button.

images/codemanager\_select\_table.png

The program will display the selected table:

images/codemanager\_table.png

The data of the table will be presented as: code | label in Portuguese | Spanish | English. But if there is no dependence on any language, only one column is displayed.

## Removing a row of the table

1. Select a row to delete. Its data will be presented at code and labels fields of each language.

images/codemanager\_select\_row.png

2. Click on Remove button.
3. Click on Save button.

## Updating a row of the table

1. Select a row to update. Its data will be presented at code and labels fields of each language.

images/codemanager\_select\_row.png

2. Change the data.
3. Click on Update button. The updated row will be displayed in the list.
4. Click on Save button

## Creating a new row

1. Fill in the fields: code and label of each language or only one if it is not depending on a language.

images/codemanager\_adding\_new\_line.png

2. Click on Add button.

images/codemanager\_added\_new\_line.png

The new row will be displayed at the end of the list.

3. Click on Save button.

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