How do I add a Town Code to the Town of Residence Field?

If you find a Town Code is missing from the Town of Residence drop down selection list you can add it.

Go to Biographical System > Maintenance - Biographical > Town Codes.

Scroll to the bottom of the list to an open field, add the Town Name and enter the DESE State/Town Code in the Town Code and State Town Code fields. Submit to save.

The Town should now appear in the Town of Residence drop down options.

Note: The State Town Code can be found in the SIMS Handbook Appendix for State/Town Codes.

Article ID: 1227

Last updated: 27 Jan, 2020

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http://www.imgsoftware.com/kb/entry/1227/