

Access Code Availability

You can manage access code availability using several methods. Select a method below to learn more.

Set an Expiry Date

See [Create an Access Code](#) .

Add or Remove User Groups

See [Add/Remove user groups](#) under [Create an Access Code](#) .



User groups removed from an access code are no longer applied to an account upon consumption. User groups added to the access code are applied to an account upon consumption.

Change Status to Active or Inactive

1. Navigate to [Access Codes](#) .
2. Use the toggle button in the **Status** column to change the access code to active or inactive.

+	ID	Number	Credits	Debits	Balance	Status
+	4	ALLSTAFF		30	1 1 1 30	Active



Inactive access codes remain in the system, on reports, and attached to user profiles, but can no longer be used, even if there are credits remaining.

Delete an Access Code



Deleted access codes are permanently removed from the system, including reports. An alternative to deletion is to change the status to inactive.

1. [Navigate to Access Codes](#) .
2. Use the [split button](#) next to an access code to select **Delete**.