

# 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**.