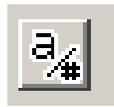


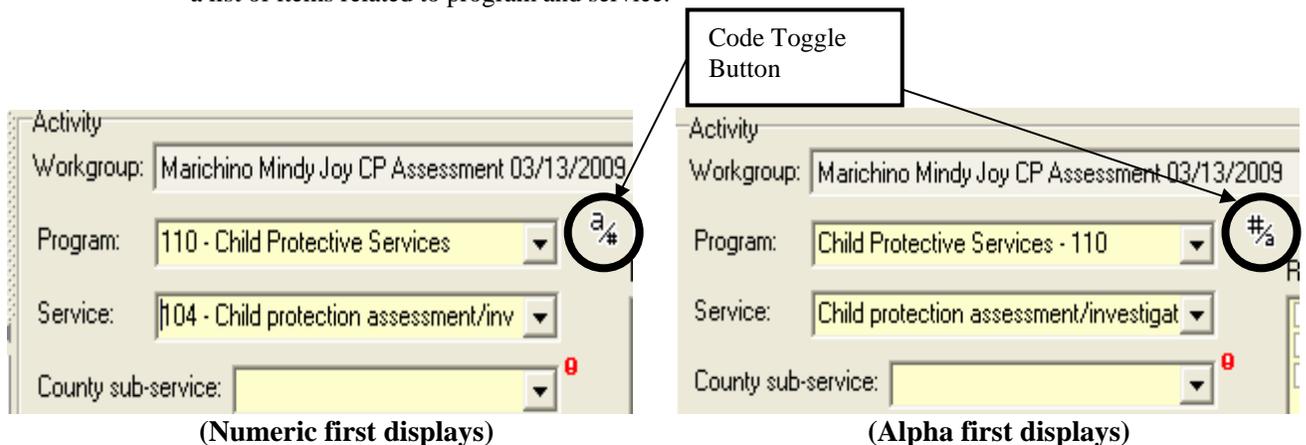
## here's info needed to....

### *Understand and Use the Code Toggle Button in SSIS*



**What does it look like?**

**Where is it?** The **Code Toggle** button is found at the end of a drop-down list that includes a list of items related to program and service.



**What does it do?** The button displays the program and service field with **BRASS** code first followed by word description or the reverse. The face of the **Code Toggle** button displays the change available to the user, e.g., if the button displays as **a/#**, click the button to display description first followed by the code.

**How do I use it?** When the worker sees this **Code Toggle** button next to the **Program** field in Contact Activity, Program and Services, Service Arrangement or Advanced Searches screens, the worker has the option to switch from the number to the letter type-ahead feature in the field. Social Services staff often use alpha type ahead and the Fiscal staff often use numeric type ahead.

When the function is in numeric first, the type-ahead feature only accepts numbers first. When the function is in words first, the type-ahead feature only allows letters first.

The type-ahead feature is a very efficient method to fill in the screen fields. Help your staff understand the function and value of the Code Toggle button.