

Catalog - BAM2100

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Asset Management > Tables > Code Tables > Catalog

This tab is used to create catalog codes that are used to break up large groups of like items (e.g., furniture, classroom furniture, desks) into logical groups. Using this table can simplify record entry and inventory management by placing the description from the catalog table into the record.

Examples:

- 1100 - Furniture
- 1110 - Office Furniture
- 1120 - Desks

Set up a catalog code:

❑ Click **+Add** to add a row.

Field	Description
Catalog Nbr	Type a user-defined catalog number. The field can be a maximum of ten characters.
Description	Type a user-defined name. The field can be a maximum of 40 characters.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print data. The following Asset Management Code Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Code Tables** - displays the following options from which you can select: **Catalog** **Status Code** **Insurance Code** **Gain Code** **Condition Code** **Property Class Code** **All Code Tables** - prints all the code tab pages. Select an option and click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.