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Asset Management > Tables > Code Tables > Status Code

This tab is used to create status codes and descriptions for managing assets in the system. This is a user-defined table, so you may use any codes/descriptions. The codes should indicate the status of the items.

Examples:

- A - Actively Used Item
- I - Inactive Item
- O - Out of Warranty
- R - Returned to Manufacturer
- S - Salvaged

Note: A specific code must be added for deleting items under Utilities (e.g., To Be Deleted).

Set up a status code:

Click **+Add** to add a row.

Field	Description
Status Code	Type a user-defined, one-character alpha or numeric code (e.g., 1, 2, 3, A, B, C).
Status Description	Type a user-defined description of the status code. 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**.