



## Status Code - BAM2100



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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
<b>Status Code</b>	Type a user-defined, one-character alpha or numeric code (e.g., 1, 2, 3, A, B, C).
<b>Status Description</b>	Type a user-defined description of the status code. The field can be a maximum of 40 characters.

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print data. The following Asset Management Code Table options are displayed: <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Code Tables</b> - displays the following options from which you can select: <b>Catalog</b> <b>Status Code</b> <b>Insurance Code</b> <b>Gain Code</b> <b>Condition Code</b> <b>Property Class Code</b> <b>All Code Tables</b> - prints all the code tab pages. Select an option and click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab. <a href="#">Review the report.</a>



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.



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