

# Status Code - BAM2100

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#### Asset Management > Tables > Code Tables > Status Code

This tab is used to create the Status Code table that is used for managing assets.

### 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).   |
|             | Type a user-defined description of the status code (e.g., Active, Disposed, New, Inactive). The field can be a maximum of 40 characters. |

Click Save.

#### Other functions and features:

| Retrieve | Retrieve data. 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.   |
|----------|---|
| Print    | Print code data. 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. |
| iii)     | Delete a row. 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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# **Back Cover**