


# Status Code - BAM2100

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***Asset Management > Tables > Code Tables > Status Code***

This tab is used to create the Status Code table. You can enter 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 (e.g., Active, Disposed, New, Inactive). The field can be a maximum of 40 characters. |

Click **Save**.

## Other functions and features:

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

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


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