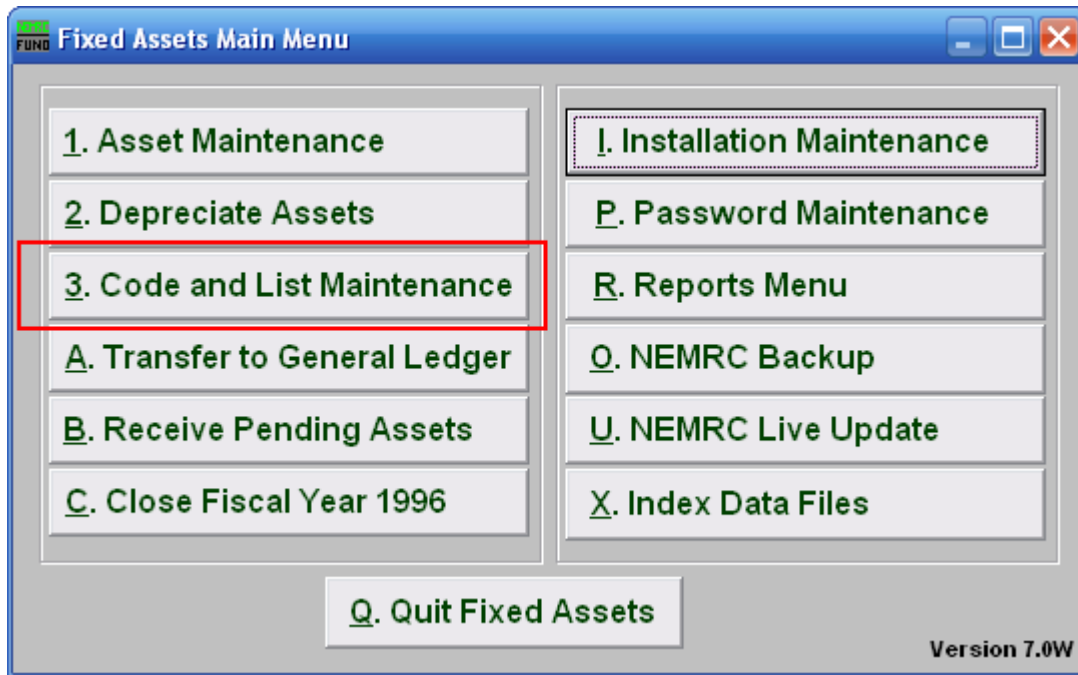


## Fixed Assets

### 3. Code and List Maintenance



Click on “3. Code and List Maintenance” from the Main Menu and the following window will appear:

## Fixed Assets

### Code and List Maintenance

The screenshot shows a software window titled "Departments, Groups, Categories". On the left, under the heading "Select type of list to process", there are three buttons: "Departments" (labeled with a red 1), "Groups" (labeled with a red 2), and "Categories" (labeled with a red 3). The main area contains a table with a header row labeled "Description" and several empty rows. At the bottom, there is a row of buttons: "Save", "Cancel", "cLose" (labeled with a red 4), "Add", "Edit", and "Delete".

Description

1. **Departments:** Maintain your definitions for departments to be assigned to items.
2. **Groups:** Maintain your definitions for groups to be assigned to items.
3. **Categories:** Maintain your definitions for categories to be assigned to items.
4. **cLose:** Click this button to close this screen

## Fixed Assets

Department Description	

- 1. Save:** Click this button to save on this computer and return to the previous screen.
- 2. Cancel:** Click “Cancel” to cancel and return to the previous screen.
- 3. cLose:** Click “cLose” to cancel and return to the previous screen
- 4. Add:** Click this button to add a new Department/Group/Category. Then click “Edit” to edit.
- 5. Edit:** Click on a Department/Group/Category, and click “Edit” to edit it.
- 6. Delete:** Click on this button, to delete and the following window will appear.

Confirm deletion of department

1 ☐ Confirm deletion of this department

2 ☐ Do NOT delete this department

- 1. Confirm deletion of this department:** Click the circle to confirm you want to delete the department.
- 2. Do NOT delete this department:** Click the circle to confirm that you do NOT want to delete the department.