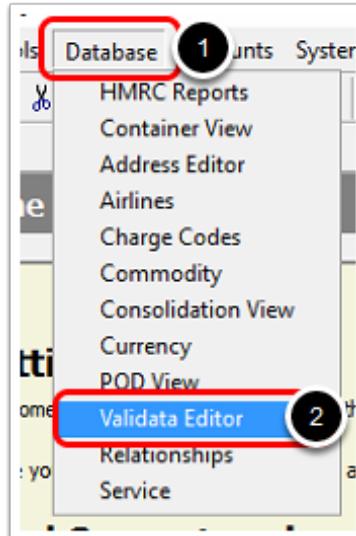


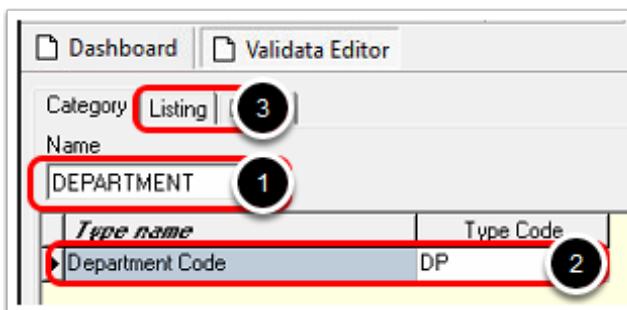
Step #1 - Open 'Validata Editor'

Department codes are stored in **Validata Editor**. To find this list click on the 'Database' menu, then on 'Validata Editor'.



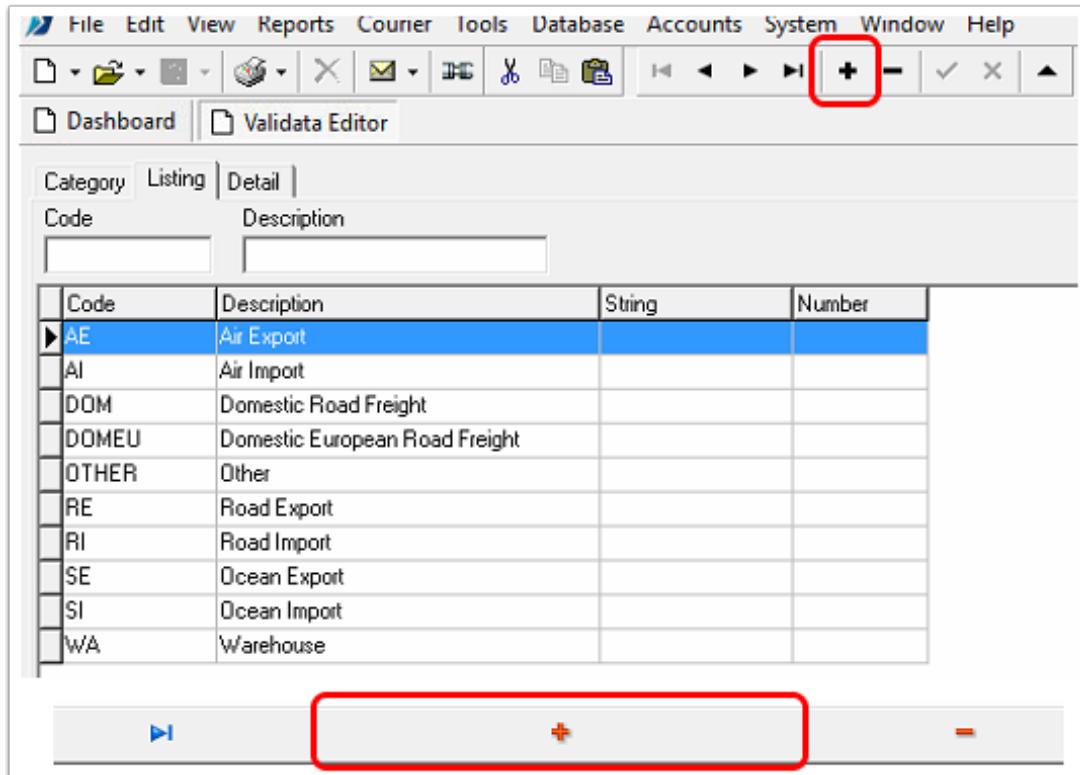
Step #2 - Find the 'Department Code' Type

On the 'Category' tab, enter 'DEPARTMENT' in the 'Name' field to filter the list. Single click on the 'Department Code' line, then click on the 'Listing' tab.



Step #3 - Add New Department Code

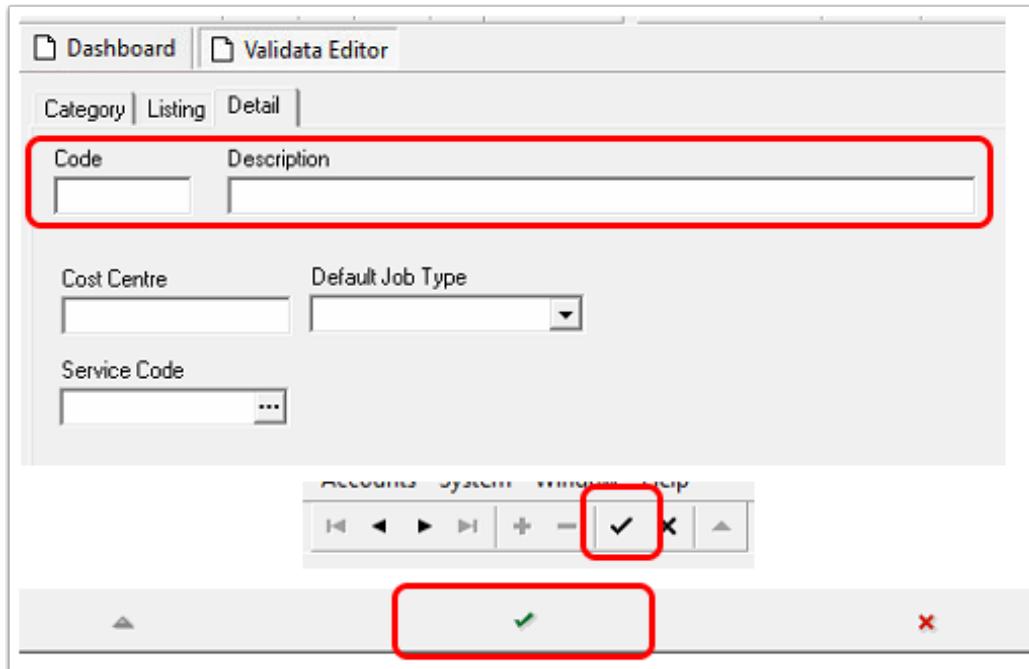
Click the '+' button at the top or the '+' bottom of the screen to add a new Department code.



Step #4 - Enter the Department Code Details

Enter the code you would like to use for the Department code in the '**Code**' field and enter a description of the code in the '**Department**' field.

Once the details have been entered, click the tick at the top or bottom of the screen to save the changes.



The screenshot shows the 'Detail' tab of the Sigma Validata Editor. At the top, there are tabs for 'Category', 'Listing', and 'Detail'. Below these are two input fields: 'Code' and 'Description', both of which are highlighted with a red box. Further down, there are fields for 'Cost Centre' and 'Default Job Type'. Under 'Cost Centre', there is a dropdown menu. Below these are fields for 'Service Code' and a button with three dots. At the bottom of the screen, there is a toolbar with various icons, and the bottom right corner is highlighted with a red box, showing a green checkmark and a red X.