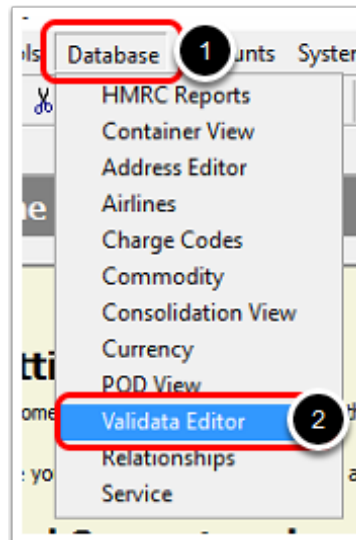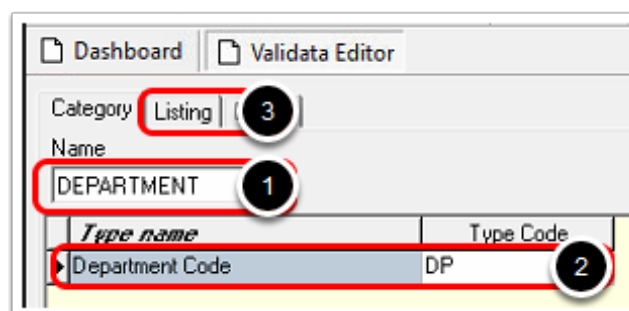# Sigma - Adding a New Department Code

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**'.
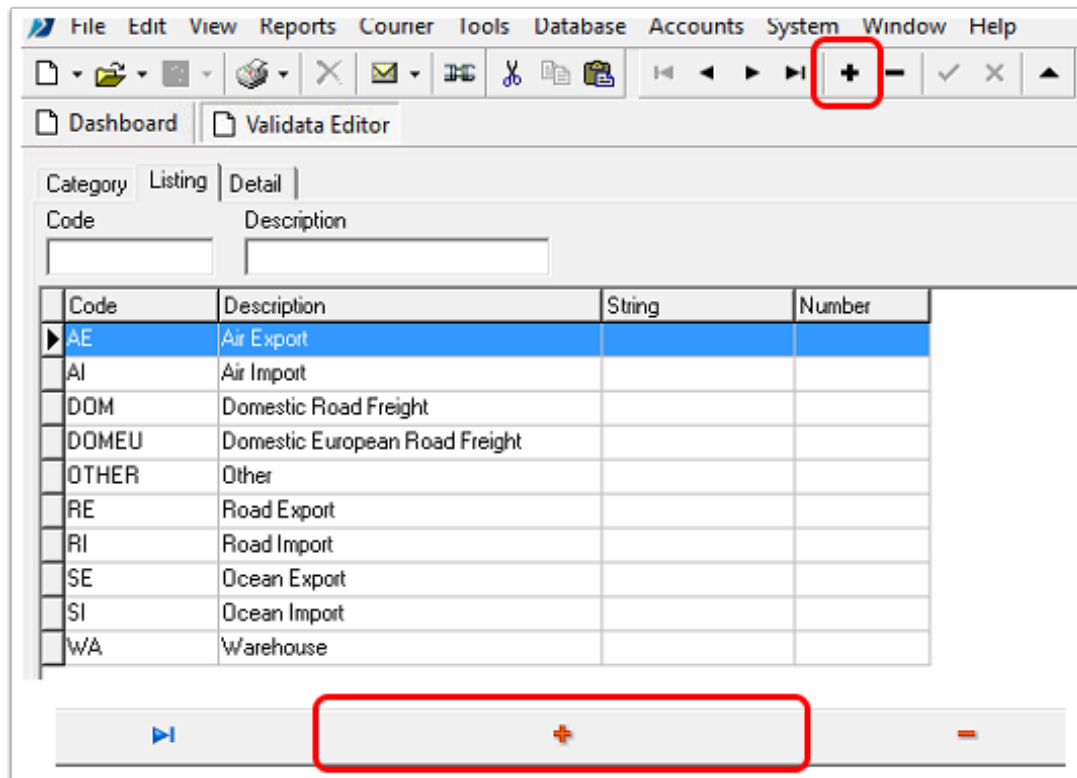

Step #2 - Find the 'Department Code' Type

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.