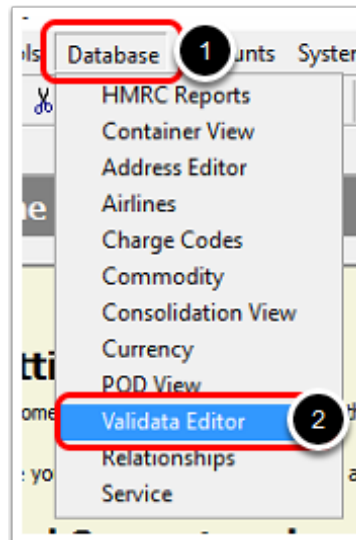


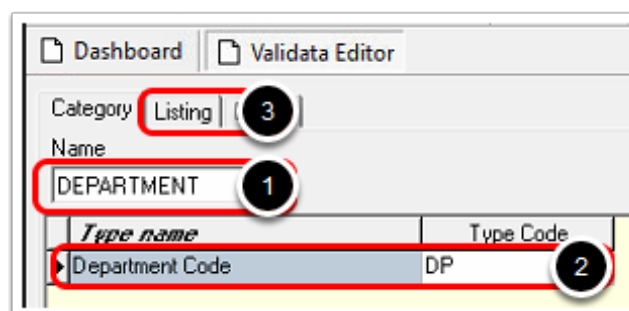
## Step #1 - Open 'Validata Editor'

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



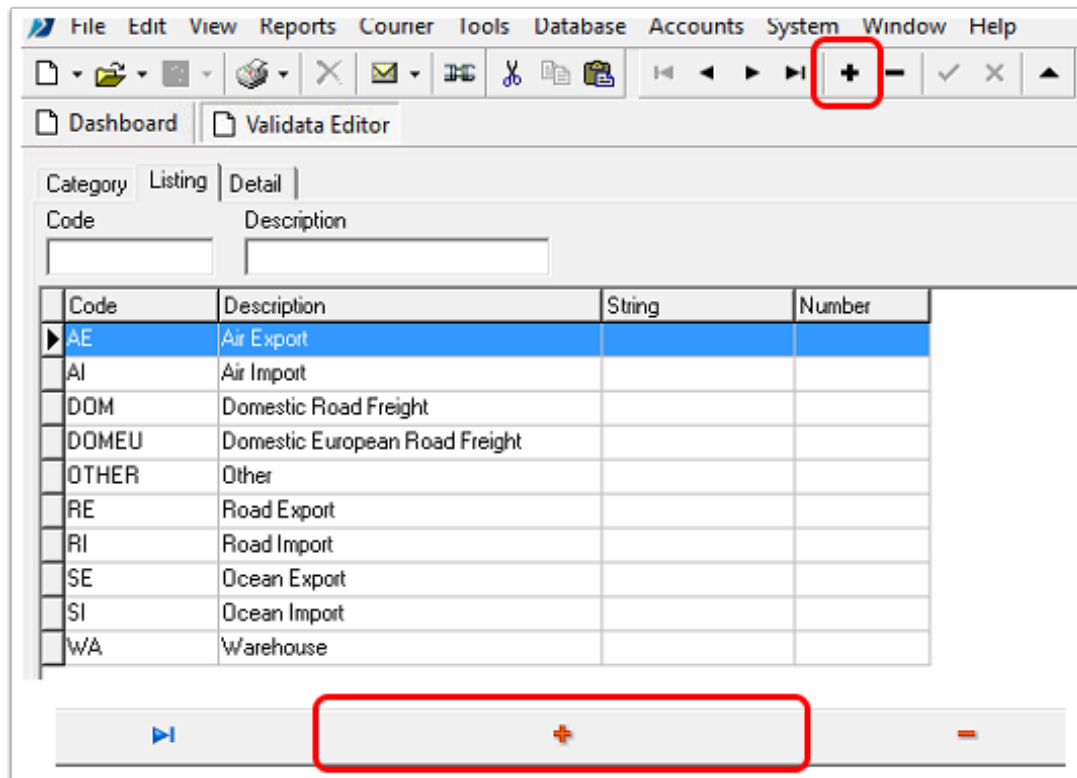
## Step #2 - Find the 'Department Code' Type

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 'Validata Editor' window with the 'Detail' tab selected. The 'Code' and 'Description' fields are highlighted with a red rectangle. Below these are the 'Cost Centre' field, the 'Default Job Type' dropdown menu, and the 'Service Code' field with a search icon. At the bottom, a navigation bar contains a green checkmark icon, which is also highlighted with a red rectangle, indicating the save action.