

Adjutant Workshop Customer Support Tech Notes

Document Title: Changing Report Codes
Document Number: 052
Applies to: Campaign ToolBox FL

SUMMARY

This Tech Note describes how to change the report codes in Campaign ToolBox. Some counties or municipalities use their own report codes rather than what the state specifies. Campaign ToolBox stores the report codes in a simple text file with a specific format. You can edit this file to change the report codes.

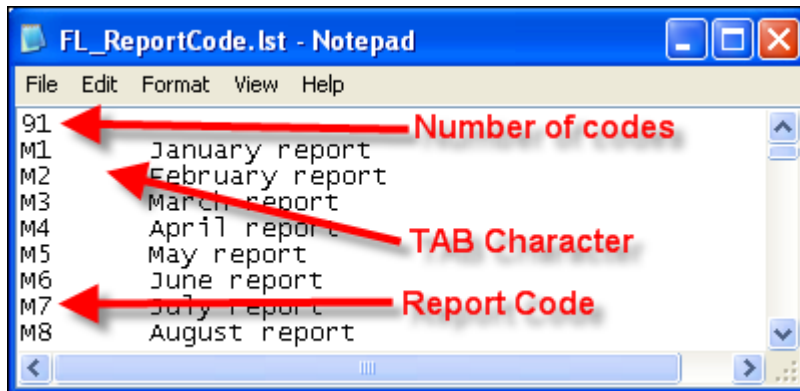
PROCEDURE

The following **MUST** be done with a plain text editor such as Windows Notepad, or NotePad ++, or similar text editor. Do **NOT** use a word processor such as MS Word.

The file structure is as follows:

The first line contains the number of report codes in the list. If there are four report codes, then the first line would be “4”. If there are more report codes than the number on the first line, then any after that will not be displayed. If there are fewer than the number on the first line, then you will get an error.

The second line and all following contains the Report Code, followed by a TAB character, followed by a description.



- 1) Locate the Report Code file in your program folder (typically, it would be C:\ProgramFiles\CTBFL). The file is named FL_ReportCode.lst.
- 2) Right-click on the file and select “Open With”.
- 3) Select Notepad.
- 4) Find a report code that you will not be using.
- 5) Change the report code to one that you will be needing.
- 6) Use your arrow key or mouse to move to the description and carefully replace the description. Use caution to make sure that there is only one TAB character between the report code and the description.
- 7) Save the file and confirm that it still has the same file name.

When you go back into the program, you should see your new report code displayed in the Report Code list.

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NOTES

The Report Code file is replaced during installation. If you update your program, you will need to change the report codes again.