Adjutant Software Customer Support
Tech Notes

Document Title: Adding New Report Codes
Document Number: 040
Applies to: Campaign ToolBox, All versions

SUMMARY

This Tech Note describes how to add new report codes. Some municipalities use their own system of report codes that do not conform to the state system. Campaign ToolBox pulls the list of report codes from a simple list file that can be edited using a text editor such as Notepad ++ or Windows Notepad. It is important that you NOT use a regular word processor – use only a basic text editor that normally saves in .txt format.

PROCEDURE

The report codes are normally stored in a file located in C:\ProgramFiles\CTBxx (where "xx" is your state, such as CTBFL for Florida). The file is named xx_ReportCode.lst (where "xx" is your state, such as FL_ReportCode.lst). Open this file using a basic text editor.

Right click on Notepad, select "More", then "**Run as administrator**". Browse to the folder (above), change "Text Documents (*.txt)" to "All Files (*.*)". Select your ReportCode file (above).

The first line of the file is the number of report codes in the list. If you are adding new report codes, then you must increase the number in the first line by the number of report codes added. The file in the example shown contains a total of 33 report codes.

```
33
Q1 →First Quarter
Q2 →Second Quarter
Q3 →Third Quarter
Q4 →Fourth Quarter
F1 →First Primary, 32nd day prior
```

Each line with a report code consists of the report code, followed by the TAB character, followed by the report description. Each report code line must be in this exact format.

Add your new report codes using this format, and then save the file. Check the file name. If your text editor automatically assigns a .txt file extension, you will need to rename the extension to .lst (a list file).

NOTES

Always use a simple text editor – never use a regular word processor to modify the list files.
You MUST run Notepad as an administrator in order to save changes to this file.