



## How to Edit or Add Group-System Codes in CFAWin8

### Important Notes:

- Users must have System Ops or Admin CFAWin8 access to modify the Group-System code table.
- Editing Group-System Codes will update the Group-System Code table. However, related records in other data tables (e.g., repair transaction history, Costs & Qtys in the Equipment Table, etc.) will **not** be adjusted. This may cause balancing problems for which there will be no audit trail.
- **CFA does not recommend** deleting Group-System codes that have been used on repair transactions, as those repair transactions will reflect “Not On File” for Group-System Code on CFAWin8 reports and will not be included in the totals for the Group nor System code they were formerly tied to.
- **CFA does not recommend** modifying the description for Group-System codes that have been used on repair transactions, as all historical transactions entered with that Group-System Code will reflect the new System Code Description. All references to the old System Code Description are lost.
- If Group-System Code changes are necessary after initial implementation and transactions have been entered, CFA recommends making the changes after a period-end or year-end close to maintain consistency for that period or year and to provide a clean cut-off point for the change.
- Before making changes to System Setup, CFA Software recommends verifying you have a recent full backup.

### To Access the Group-System Code Table:

1. Access **System Setup | Setup Tables**.
2. Select the **Equipment** tab at the bottom of the screen.
3. In the Equipment System Tables list, select the **Group-System (GROUPSYS)** table.
4. The Group-System code table appears on the right-portion of your screen.

Before making changes to the Group-System Codes, CFA recommends reviewing the codes. Print the Group-System table and make your changes on paper. Verify all operational needs will be met by your proposed code changes before editing the table in CFAWin.

### To Print the Group-System Code Table:

1. Access the **Group-System** table.
2. Click on the **Group-System** table grid on the right-hand portion of your screen to make that active.
3. Click the **Print** icon.
4. Follow prompts to print the table.



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### To Edit an Existing Description:

1. Access the **Group-System** table.
2. Click to select the row containing the Group-System code to edit.
3. Enter the new value in the Description field.
4. Click the **Save** (diskette) icon.

### To Add a New Group-System Code:

1. Access the **Group-System** table.
2. Highlight the **Group Code Id** header the new System Code should be tied to.
3. Click the **New** (white paper) icon.
4. Enter the new **System Code** and click **OK**.
5. Tab to enter the **Description** field and enter the description.
6. Set the checkboxes appropriately.
  - If the new code is a PM or needs to be available in the PM Schedule, Group Code Id header **01** (Description **PREV. MAINT.**) and check the **PM Repair** checkbox.
  - If the new code is a Tire Repair, check the **Tire Repair** checkbox.
  - If the new code is for Indirect Repairs (labor hours not directly charged to a vehicle), check the **Indirect Repair** checkbox.
  - The **System Code** flag will be set by CFAWin.

### To Delete a Group-System Code:

1. Access the **Group-System** table.
2. Click on the gray select bar to the left of the **Group-System Code Id** to delete. The row will be highlighted in black.
3. Click the **Delete** (red X) icon.