Object Types

Object Types
Settings > Object Tracking > Object Types

The process to create an object is:

1. Create the Object Type (*Settings > Object Tracking > Object Type*)

2. Define the Object Divisions (*Settings > Object Tracking > Object Divisions*)

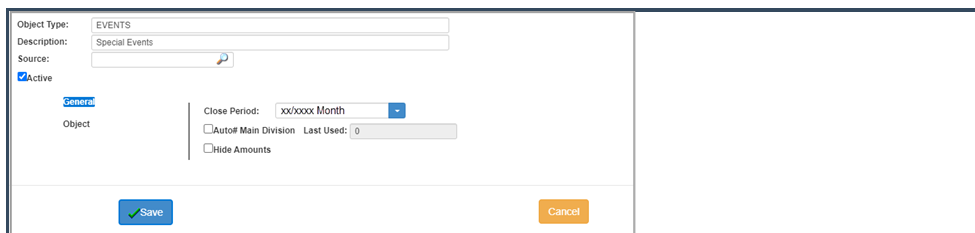3. Create the Object (*Records > Objects > New*)

Create the Object Type

The structure of the Object Number (how many divisions, etc.) is determined by the setup of the Object Type. Object Types are defined in *Settings > Object Tracking > Object Types*:

New Object Type Setup - Example

General:

Object Type: The Object Type you wish to create (e.g., PROJECT, EVENT, JOB, etc.)

Description: A description of the object type.

Source: Can be ignored.

Active: No entry will be allowed if the object type is inactive.

Close Period: Can be ignored.

Auto# Main Division: allows the system to assign the following sequential number for the Main division when adding new Objects.

Hide Amounts: Can be ignored.

- **Object:**

Name: Name of the division of the object number. This name will appear on all reports, screens, etc.

Length: Length of the object division.

Main Division: The unique division that controls the object description (this is the division that will use auto number).

Subdivision Name: Name of the subdivision of the object. This is the name that will appear on reports, etc.

Length: Length of the object subdivision.

Valid Characters: Choose what characters are allowed to be in object numbers.