

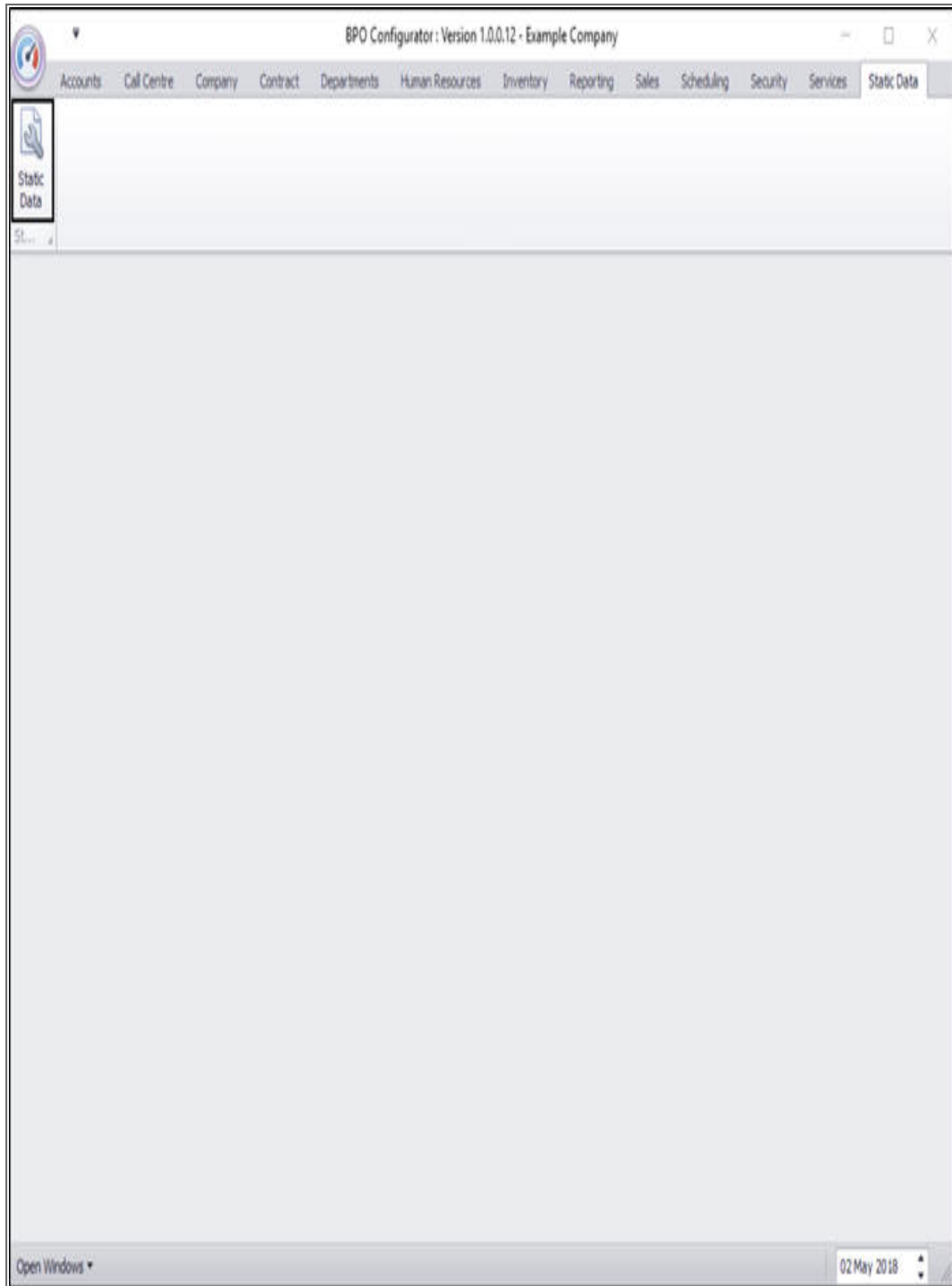
# STATIC DATA

## STATIC DATA – EMPLOYEE: DEPENDANT RELATIONSHIP

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*Ribbon Access: Configurator > Static Data> Static Data*

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- The **Static Data** listing screen will be displayed.
- Use the **filter row** or **scroll down** the list until you find the **Employee: Dependant Relationship** row.
- Click on the **expand** icon in this row.

Static Data - BPO Configurator : Version 1.0.0.12 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Cur...

Description	TableName	FieldName	Size	UserDefinable
Currency	GENERIC	fldCurrency	50	Yes
Customer : Areas	tbSALSCustomers	fldReportingArea	10	Yes
Customer : Contact Type	tbSALSCustomers	fldContactType	20	Yes
Customer : Payment Method	tbSALSCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tbSALSCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes
Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fldOccupationCode	50	Yes
Human Resources : Courses	tbEMPLTrainingMaster	fldTrainCode	50	Yes
Human Resources : Crafts	tbEMPLCrafts	fldCraftName	50	Yes
Human Resources : Leave types	tbEMPLShiftExceptions	fldExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fldExpenseType	50	Yes
Instruction Class	tbINSTInstructions	fldInstClass	50	Yes
Maintenance : Task Class	tbTASKTasks	fldTaskClass	50	Yes
Manufacturer Class	tbDWNManufacturers	fldClass	50	Yes
Manufacturer Type	tbDWNManufacturers	fldManufacturerType	50	Yes
Meter Units	tbINTRMDefinition	fldUnit	50	Yes
Overtime Factor	GENERIC	fldOverTimeFactor	4	Yes
Part Requests: State	tbDWNRequestItemNotes	fldState	10	Yes
Part Types	GENERIC	fldPartType	1	Yes
Pay-roll : Company Chapter	GENERIC	fldCompanyChapter	50	Yes
Pay-roll : Company Division	GENERIC	fldCompanyDivision	50	Yes
Pay-roll : Company Sector	GENERIC	fldCompanySector	50	Yes

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- The Employee: Dependant Relationship **Codes** frame will be expanded.

- Here you can view a list of **employee dependant relationship types** currently on the system.

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Description	TableName	FieldName	Size	UserDefinable
Currency	GENERIC	fldCurrency	50	Yes
Customer : Areas	tblSALCustomers	fldReportingArea	10	Yes
Customer : Contact Type	tblSALContacts	fldContactType	20	Yes
Customer : Payment Method	tblSALCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tblSALCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes

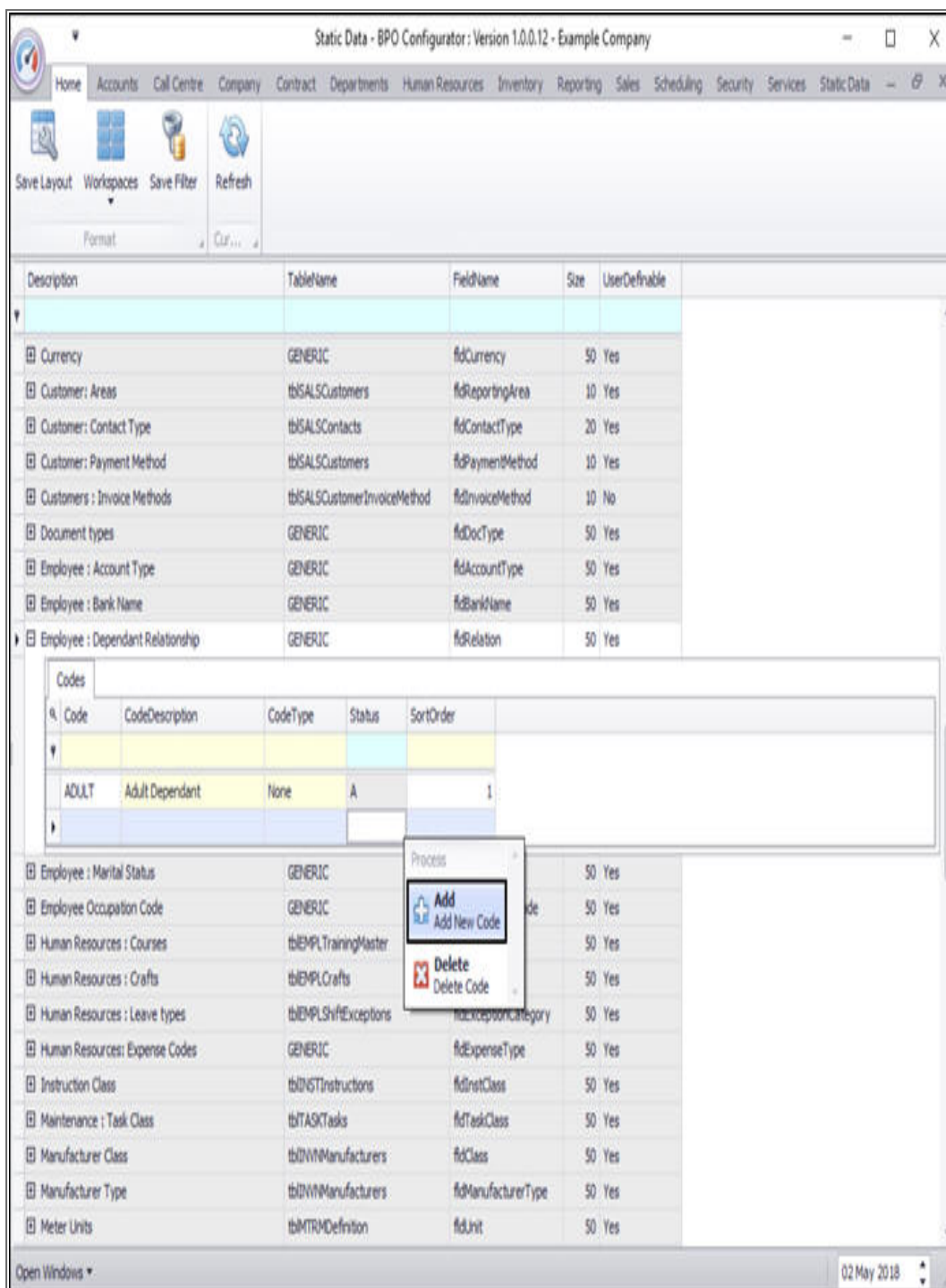
Codes

Code	CodeDescription	CodeType	Status	SortOrder
ADULT	Adult Dependant	None	A	1

Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fldOccupationCode	50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode	50	Yes
Human Resources : Crafts	tblEMPLCrafts	fldCraftName	50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fldExpenseType	50	Yes
Instruction Class	tblINSTInstructions	fldInstClass	50	Yes
Maintenance : Task Class	tblTASKTasks	fldTaskClass	50	Yes
Manufacturer Class	tblMNMManufacturers	fldClass	50	Yes
Manufacturer Type	tblMNMManufacturers	fldManufacturerType	50	Yes
Meter Units	tblMTRMDefinition	fldUnit	50	Yes

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- **Right click** anywhere in a **row** of the **Codes** data grid.
- A **Process** menu will pop up.
- Click on **Add** - Add New Code.



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Format Cur...

Description	TableName	FieldName	Size	UserDefinable
Currency	GENERIC	fldCurrency	50	Yes
Customer : Areas	tblSALSCustomers	fldReportingArea	10	Yes
Customer : Contact Type	tblSALSCustomers	fldContactType	20	Yes
Customer : Payment Method	tblSALSCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tblSALSCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
ADULT	Adult Dependant	None	A	1

Process

- Add Add New Code
- Delete Delete Code

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- The **final row** in the Codes data grid will now be '**activated**'.
- The **Code Type**, **Status** and **Sort Order** columns will now be populated.

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Description	TableName	FieldName	Size	UserDefinable
Currency	GENERIC	fldCurrency	50	Yes
Customer: Areas	tblSALSCustomers	fldReportingArea	10	Yes
Customer: Contact Type	tblSALSCustomers	fldContactType	20	Yes
Customer: Payment Method	tblSALSCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tblSALSCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
ADULT	Adult Dependant	None	A	1
		None	A	0

Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fldOccupationCode	50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode	50	Yes
Human Resources : Crafts	tblEMPLCrafts	fldCraftName	50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fldExpenseType	50	Yes
Instruction Class	tblINSTInstructions	fldInstClass	50	Yes
Maintenance : Task Class	tblTASKTasks	fldTaskClass	50	Yes
Manufacturer Class	tblMNMManufacturers	fldClass	50	Yes
Manufacturer Type	tblMNMManufacturers	fldManufacturerType	50	Yes
Meter Units	tblMTRMDefinition	fldUnit	50	Yes

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- **Code:** Click in this text box and type in a ***code*** specific for this new dependant relationship.
- **Code Description:** Click in this text box and type in a ***description*** for this new dependant relationship code.



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Description	TableName	FieldName	Size	UserDefinable
Currency	GENERIC	fldCurrency	50	Yes
Customer: Areas	tblSALSCustomers	fldReportingArea	10	Yes
Customer: Contact Type	tblSALSCustomers	fldContactType	20	Yes
Customer: Payment Method	tblSALSCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tblSALSCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
ADULT	Adult Dependant	None	A	1
I		None	A	0

Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fldOccupationCode	50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode	50	Yes
Human Resources : Crafts	tblEMPLCrafts	fldCraftName	50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fldExpenseType	50	Yes
Instruction Class	tblINSTInstructions	fldInstClass	50	Yes
Maintenance : Task Class	tblTASKTasks	fldTaskClass	50	Yes
Manufacturer Class	tblMNMManufacturers	fldClass	50	Yes
Manufacturer Type	tblMNMManufacturers	fldManufacturerType	50	Yes
Meter Units	tblMTRMDefinition	fldUnit	50	Yes

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- **Code Type:** This can remain as **None**.
- **Status:** This will auto populate with **A** - Active.

- **Sort Order:** Click in this text box and either type in or use the arrow indicators to select the sort order for this new dependant relationship code.
  - **Note:** The ***sort order*** is the order in which this will appear in the dependant relationship code drop-down list in BPO. If each dependant relationship code has the number **1**, then the drop-down list will usually default to an alphabetical order in BPO. If, for example, it is numbered **2**, then it will appear **2nd** in the drop-down list in BPO.

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Description	TableName	FieldName	Size	UserDefinable
Currency	GENERIC	fldCurrency	50	Yes
Customer: Areas	tblSALSCustomers	fldReportingArea	10	Yes
Customer: Contact Type	tblSALSCustomers	fldContactType	20	Yes
Customer: Payment Method	tblSALSCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tblSALSCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
ADULT	Adult Dependant	None	A	1
CHILD	Child Dependant	None	A	0

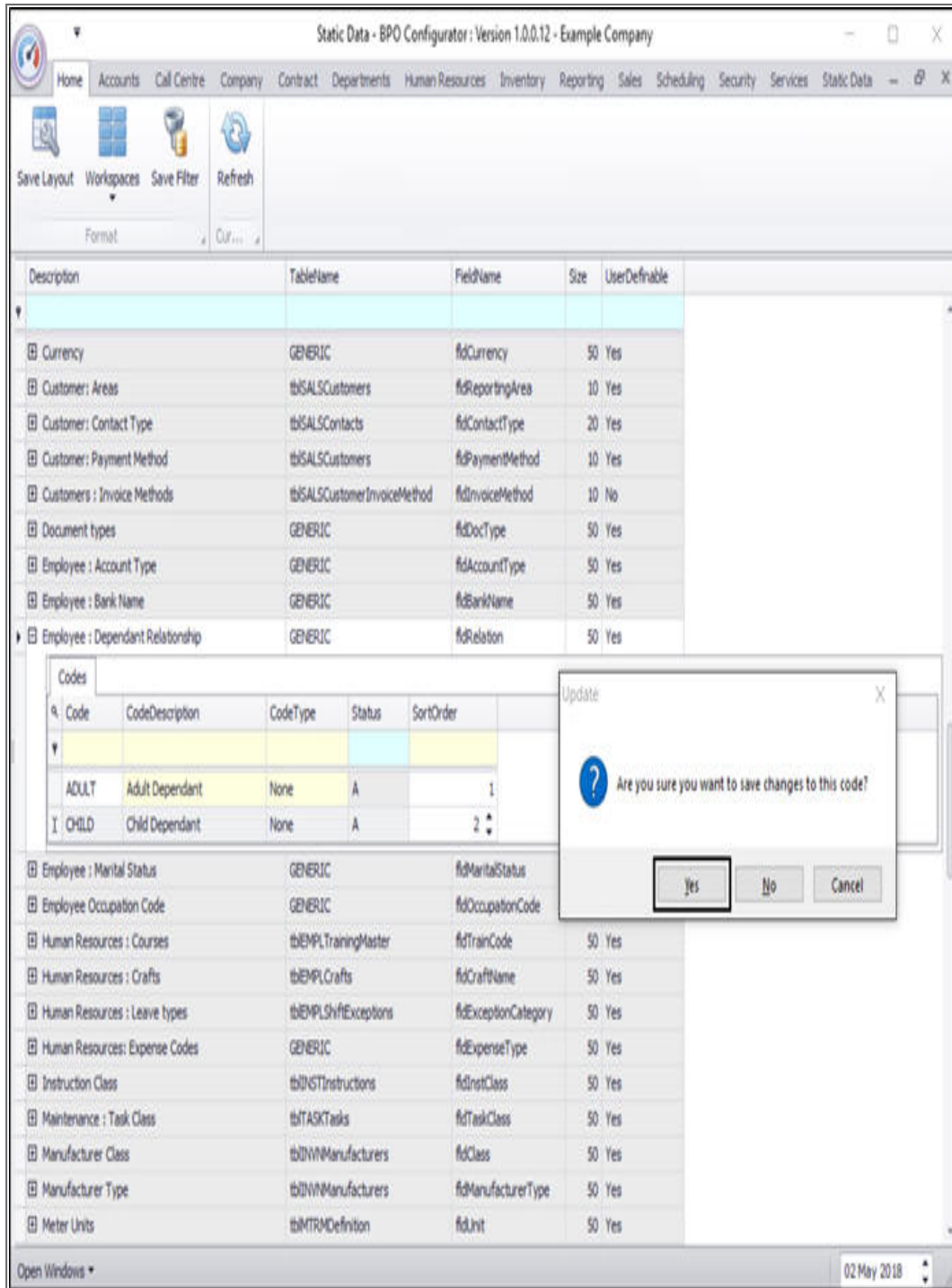
Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fldOccupationCode	50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode	50	Yes
Human Resources : Crafts	tblEMPLCrafts	fldCraftName	50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fldExpenseType	50	Yes
Instruction Class	tblINSTInstructions	fldInstClass	50	Yes
Maintenance : Task Class	tblTASKTasks	fldTaskClass	50	Yes
Manufacturer Class	tblMNMManufacturers	fldClass	50	Yes
Manufacturer Type	tblMNMManufacturers	fldManufacturerType	50	Yes
Meter Units	tblMTRMDefinition	fldUnit	50	Yes

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- When you have finished adding the new dependant relationship code details, press **Enter**.

- An **Update** message box will appear, asking;
  - *Are you sure you want to save changes to this code?*
- Click on **Yes**.



The screenshot shows the 'Static Data - BPO Configurator' application window. The 'Static Data' menu is selected, and the 'Employee : Dependant Relationship' table is highlighted in the main grid. A confirmation dialog box titled 'Update' is open, asking 'Are you sure you want to save changes to this code?'. The dialog has 'Yes', 'No', and 'Cancel' buttons. The 'Yes' button is highlighted with a red box.

Description	TableName	FieldName	Size	UserDefinable
Currency	GENERIC	fdCurrency	50	Yes
Customer: Areas	tbSALSCustomers	fdReportingArea	10	Yes
Customer: Contact Type	tbSALSCustomers	fdContactType	20	Yes
Customer: Payment Method	tbSALSCustomers	fdPaymentMethod	10	Yes
Customers : Invoice Methods	tbSALSCustomerInvoiceMethod	fdInvoiceMethod	10	No
Document types	GENERIC	fdDocType	50	Yes
Employee : Account Type	GENERIC	fdAccountType	50	Yes
Employee : Bank Name	GENERIC	fdBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fdRelation	50	Yes

Code	CodeDescription	CodeType	Status	SortOrder
ADULT	Adult Dependant	None	A	1
CHILD	Child Dependant	None	A	2

- The new dependant relationship code will be **saved** and a **new row** will be added to the **Codes** data grid.

- **Collapse** the Codes frame when you are done.

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Description	TableName	FieldName	Size	UserDefinable
Currency	GENERIC	fldCurrency	50	Yes
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Customer : Contact Type	tblSALContacts	fldContactType	20	Yes
Customer : Payment Method	tblSALCustomers	fldPaymentMethod	10	Yes
Customers : Invoice Methods	tblSALCustomerInvoiceMethod	fldInvoiceMethod	10	No
Document types	GENERIC	fldDocType	50	Yes
Employee : Account Type	GENERIC	fldAccountType	50	Yes
Employee : Bank Name	GENERIC	fldBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
ADULT	Adult Dependant	None	A	1
CHILD	Child Dependant	None	A	2

Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fldOccupationCode	50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode	50	Yes
Human Resources : Crafts	tblEMPLCrafts	fldCraftName	50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fldExpenseType	50	Yes
Instruction Class	tblINSTInstructions	fldInstClass	50	Yes
Maintenance : Task Class	tblTASKTasks	fldTaskClass	50	Yes
Manufacturer Class	tblMNMManufacturers	fldClass	50	Yes
Manufacturer Type	tblMNMManufacturers	fldManufacturerType	50	Yes

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