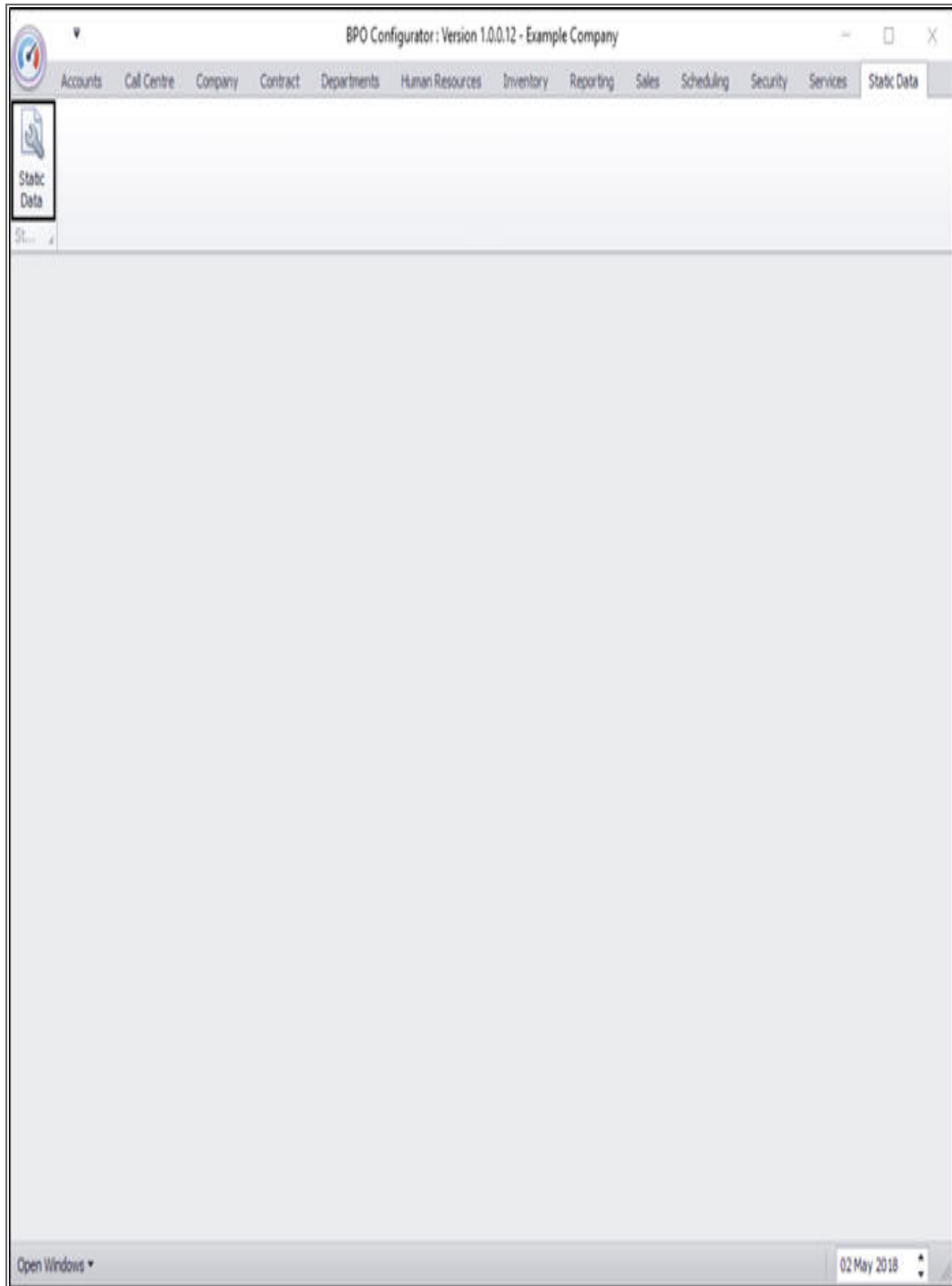


STATIC DATA

STATIC DATA – HUMAN RESOURCES: COURSES

Ribbon Access: Configurator > Static Data> Static Data



- The ***Static Data*** listing screen will be displayed.
- Use the ***filter row*** or ***scroll down*** the list until you find the ***Human Resources: Courses*** 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	UserDefnible
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	tbMTRDefinition	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
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode	50	Yes
Pay-roll : Employment Area	GENERIC	fldEmploymentArea	50	Yes
Pay-roll : Fund Type	GENERIC	fldFundType	50	Yes
Pay-roll : Payroll Type	GENERIC	fldPayrollType	50	Yes
Pay-roll : Payslip Codes	tbPAYRRunDetails	fldPaySlipCode	50	Yes
Procurement : Payment Terms	GENERIC	fldPaymentTerms	50	Yes
Procurement : Requisition Approver Codes	tbPRCHRequisitionConfin	fldApproverCode	50	Yes

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- The Human Resources: Courses **Codes** frame will be expanded.
- Here you can view a list of **human resources course types** currently on the system.

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
Employee : Bank Name	GENERIC	fdBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fdRelation	50	Yes
Employee : Marital Status	GENERIC	fdMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fdOccupationCode	50	Yes
Human Resources : Courses	tbEMPLTrainingMaster	fdTrainCode	50	Yes

Codes

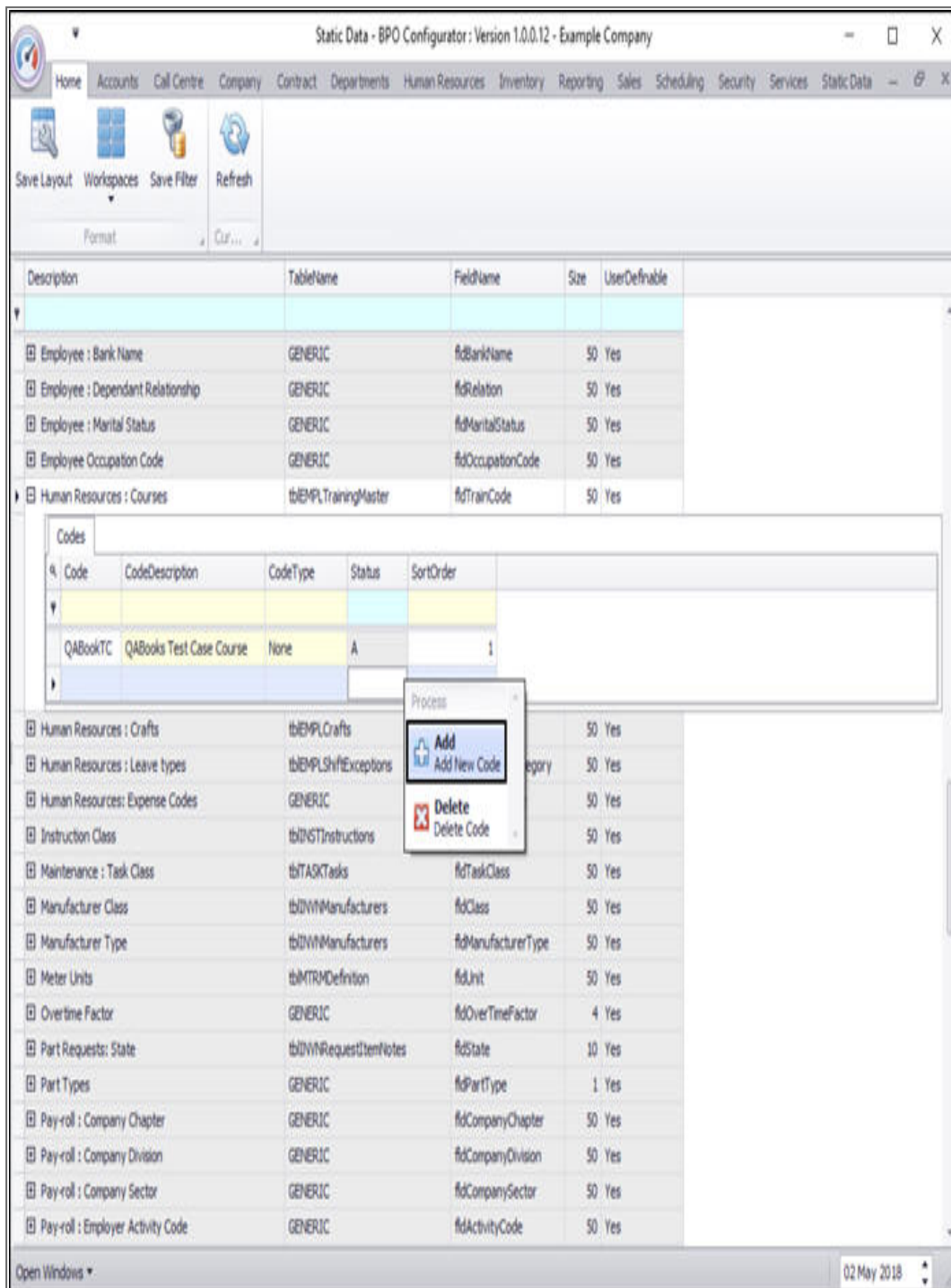
Code	CodeDescription	CodeType	Status	SortOrder
QABookTC	QABooks Test Case Course	None	A	1

Human Resources : Crafts	tbEMPLCrafts	fdCraftName	50	Yes
Human Resources : Leave types	tbEMPLShiftExceptions	fdExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fdExpenseType	50	Yes
Instruction Class	tbINSTInstructions	fdInstClass	50	Yes
Maintenance : Task Class	tbTASKTasks	fdTaskClass	50	Yes
Manufacturer Class	tbDWNManufacturers	fdClass	50	Yes
Manufacturer Type	tbDWNManufacturers	fdManufacturerType	50	Yes
Meter Units	tbMTRMDefinition	fdUnit	50	Yes
Overtime Factor	GENERIC	fdOverTimeFactor	4	Yes
Part Requests: State	tbDWNRequestItemNotes	fdState	10	Yes
Part Types	GENERIC	fdPartType	1	Yes
Pay-roll : Company Chapter	GENERIC	fdCompanyChapter	50	Yes
Pay-roll : Company Division	GENERIC	fdCompanyDivision	50	Yes
Pay-roll : Company Sector	GENERIC	fdCompanySector	50	Yes
Pay-roll : Employer Activity Code	GENERIC	fdActivityCode	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.



The screenshot shows the 'Static Data - BPO Configurator' application window. The main data grid lists various static data categories and their fields. The 'Human Resources : Courses' category is expanded, showing a 'Codes' sub-grid. The 'Codes' grid has columns: Code, CodeDescription, CodeType, Status, and SortOrder. A right-click context menu is open over the 'Codes' grid, showing options: 'Add' (Add New Code) and 'Delete' (Delete Code). The 'Add' option is highlighted.

Description	TableName	FieldName	Size	UserDefinable
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		50	Yes
Human Resources : Leave types	tbEMPLShiftExceptions		50	Yes
Human Resources: Expense Codes	GENERIC		50	Yes
Instruction Class	tbINSTInstructions		50	Yes
Maintenance : Task Class	tbTASKTasks	fldTaskClass	50	Yes
Manufacturer Class	tbDVMManufacturers	fldClass	50	Yes
Manufacturer Type	tbDVMManufacturers	fldManufacturerType	50	Yes
Meter Units	tbMTRMDefinition	fldUnit	50	Yes
Overtime Factor	GENERIC	fldOverTimeFactor	4	Yes
Part Requests: State	tbDVMRequestItemNotes	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
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode	50	Yes

Code	CodeDescription	CodeType	Status	SortOrder
QABookTC	QABooks Test Case Course	None	A	1

Process menu options:

- Add (Add New Code)
- Delete (Delete Code)

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

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 Cuf...

Description	TableName	FieldName	Size	UserDefinable
Employee : Bank Name	GENERIC	fdBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fdRelation	50	Yes
Employee : Marital Status	GENERIC	fdMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fdOccupationCode	50	Yes
Human Resources : Courses	tbEMPLTrainingMaster	fdTrainCode	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
QABookTC	QABooks Test Case Course	None	A	1
		None	A	0

Human Resources : Crafts	tbEMPLCrafts	fdCraftName	50	Yes
Human Resources : Leave types	tbEMPLShiftExceptions	fdExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fdExpenseType	50	Yes
Instruction Class	tbINSTInstructions	fdInstClass	50	Yes
Maintenance : Task Class	tbTASKTasks	fdTaskClass	50	Yes
Manufacturer Class	tbDWNManufacturers	fdClass	50	Yes
Manufacturer Type	tbDWNManufacturers	fdManufacturerType	50	Yes
Meter Units	tbMTRMDefinition	fdUnit	50	Yes
Overtime Factor	GENERIC	fdOverTimeFactor	4	Yes
Part Requests: State	tbDWNRequestItemNotes	fdState	10	Yes
Part Types	GENERIC	fdPartType	1	Yes
Pay-roll : Company Chapter	GENERIC	fdCompanyChapter	50	Yes
Pay-roll : Company Division	GENERIC	fdCompanyDivision	50	Yes
Pay-roll : Company Sector	GENERIC	fdCompanySector	50	Yes
Pay-roll : Employer Activity Code	GENERIC	fdActivityCode	50	Yes

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- **Code:** Click in this text box and type in a ***code*** specific for this new human resources course.
- **Code Description:** Click in this text box and type in a ***description*** for this new human resources course code.

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
Employee : Bank Name	GENERIC	fdBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fdRelation	50	Yes
Employee : Marital Status	GENERIC	fdMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fdOccupationCode	50	Yes
Human Resources : Courses	tbEMPLTrainingMaster	fdTrainCode	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
QABookTC	QABooks Test Case Course	None	A	1
I		None	A	0

Human Resources : Crafts	tbEMPLCrafts	fdCraftName	50	Yes
Human Resources : Leave types	tbEMPLShiftExceptions	fdExceptionCategory	50	Yes
Human Resources: Expense Codes	GENERIC	fdExpenseType	50	Yes
Instruction Class	tbINSTInstructions	fdInstClass	50	Yes
Maintenance : Task Class	tbTASKTasks	fdTaskClass	50	Yes
Manufacturer Class	tbDWNManufacturers	fdClass	50	Yes
Manufacturer Type	tbDWNManufacturers	fdManufacturerType	50	Yes
Meter Units	tbMTRMDefinition	fdUnit	50	Yes
Overtime Factor	GENERIC	fdOverTimeFactor	4	Yes
Part Requests: State	tbDWNRequestItemNotes	fdState	10	Yes
Part Types	GENERIC	fdPartType	1	Yes
Pay-roll : Company Chapter	GENERIC	fdCompanyChapter	50	Yes
Pay-roll : Company Division	GENERIC	fdCompanyDivision	50	Yes
Pay-roll : Company Sector	GENERIC	fdCompanySector	50	Yes
Pay-roll : Employer Activity Code	GENERIC	fdActivityCode	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 human resources course code.
 - **Note:** The *sort order* is the order in which this will appear in the human resources course code drop-down list in BPO. If each human resources course 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.

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
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

Codes

Code	CodeDescription	CodeType	Status	SortOrder
QABookTC	QABooks Test Case Course	None	A	1
MSEA	Microsoft Excel Advanced Course	None	A	0

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	tbMTRMDefinition	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
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode	50	Yes

Open Windows

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- When you have finished adding the new human resources course 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**.

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
Employee : Bank Name	GENERIC	fdBankName	50	Yes
Employee : Dependant Relationship	GENERIC	fdRelation	50	Yes
Employee : Marital Status	GENERIC	fdMaritalStatus	50	Yes
Employee Occupation Code	GENERIC	fdOccupationCode	50	Yes
Human Resources : Courses	tbEMPLTrainingMaster	fdTrainCode	50	Yes
Human Resources : Crafts	tbEMPLCrafts	fdCraftName		
Human Resources : Leave types	tbEMPLShiftExceptions	fdExceptionCategory		
Human Resources: Expense Codes	GENERIC	fdExpenseType	50	Yes
Instruction Class	tbINSTInstructions	fdInstClass	50	Yes
Maintenance : Task Class	tbTASKTasks	fdTaskClass	50	Yes
Manufacturer Class	tbDVMManufacturers	fdClass	50	Yes
Manufacturer Type	tbDVMManufacturers	fdManufacturerType	50	Yes
Meter Units	tbMTRMDefinition	fdUnit	50	Yes
Overtime Factor	GENERIC	fdOverTimeFactor	4	Yes
Part Requests: State	tbDVMRequestItemNotes	fdState	10	Yes
Part Types	GENERIC	fdPartType	1	Yes
Pay-roll : Company Chapter	GENERIC	fdCompanyChapter	50	Yes
Pay-roll : Company Division	GENERIC	fdCompanyDivision	50	Yes
Pay-roll : Company Sector	GENERIC	fdCompanySector	50	Yes
Pay-roll : Employer Activity Code	GENERIC	fdActivityCode	50	Yes

Codes

Code	CodeDescription	CodeType	Status	SortOrder
QABookTC	QABooks Test Case Course	None	A	1
MSEA	Microsoft Excel Advanced Course	None	A	2

Update

Are you sure you want to save changes to this code?

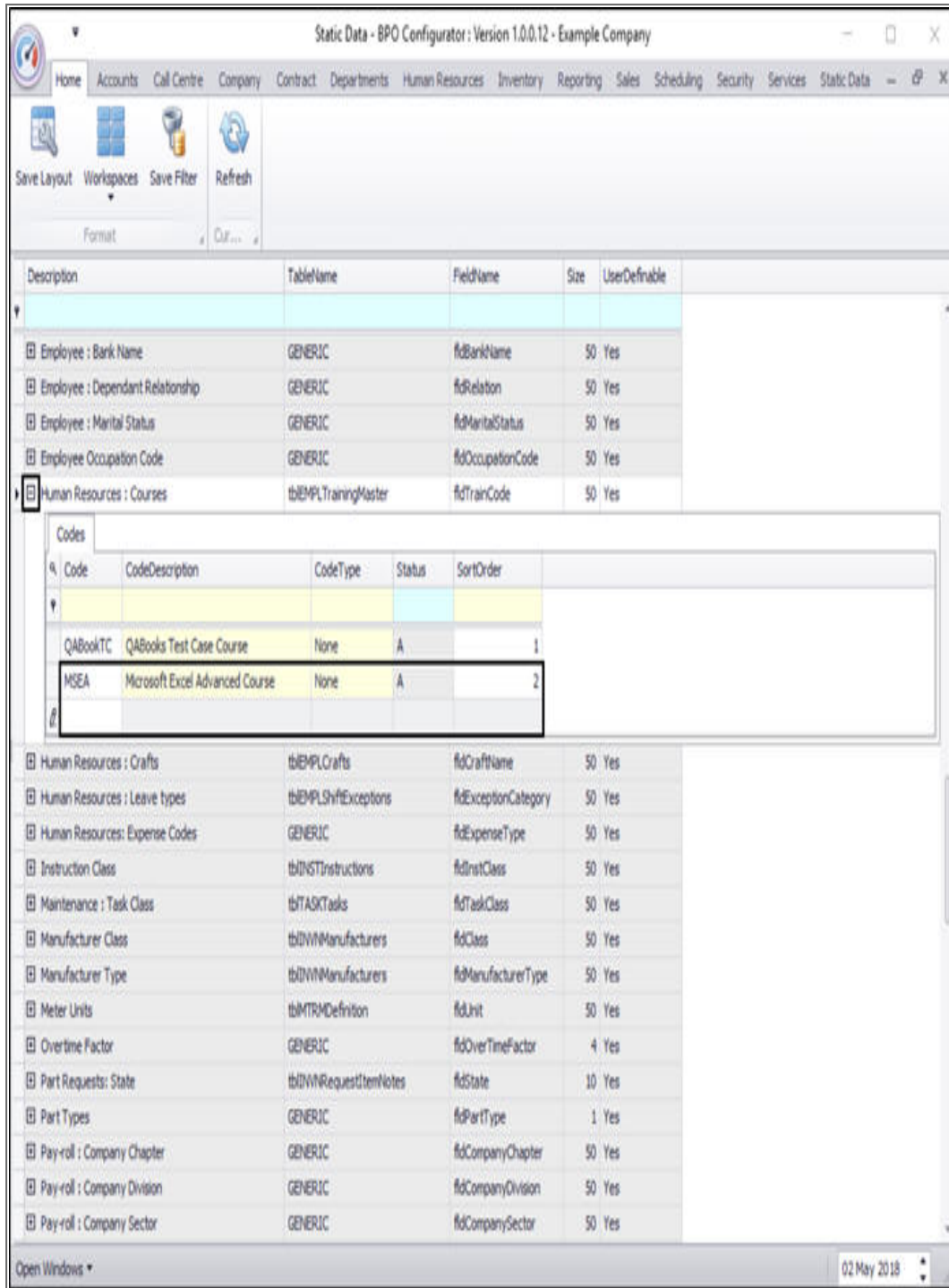
Yes No Cancel

Open Windows

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- The new human resources course code will be **saved** and a **new row** will be added to the **Codes** data grid.

- **Collapse** the Codes frame.



The screenshot shows the 'Static Data - BPO Configurator' application window. The 'Codes' frame is collapsed, revealing the main table of static data. The table has columns: Description, TableName, FieldName, Size, and UserDefinable. The 'Human Resources : Courses' entry is selected, and its details are shown in a sub-table below it.

Description	TableName	FieldName	Size	UserDefinable
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

Code	CodeDescription	CodeType	Status	SortOrder
QABookTC	QABooks Test Case Course	None	A	1
MSEA	Microsoft Excel Advanced Course	None	A	2

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	tbDVMManufacturers	fldClass	50	Yes
Manufacturer Type	tbDVMManufacturers	fldManufacturerType	50	Yes
Meter Units	tbMTRMDefinition	fldUnit	50	Yes
Overtime Factor	GENERIC	fldOverTimeFactor	4	Yes
Part Requests: State	tbDVMRequestItemNotes	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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