

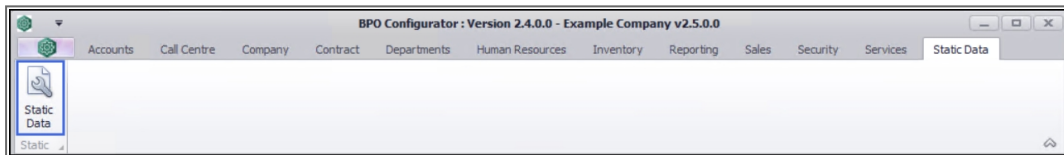
STATIC DATA

STATIC DATA – MAINTENANCE: TASK CLASS

A New Instruction Class is set up in *Configurator* as *Static Data*.

Login to Configurator using your *User Name* and *Password*.

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

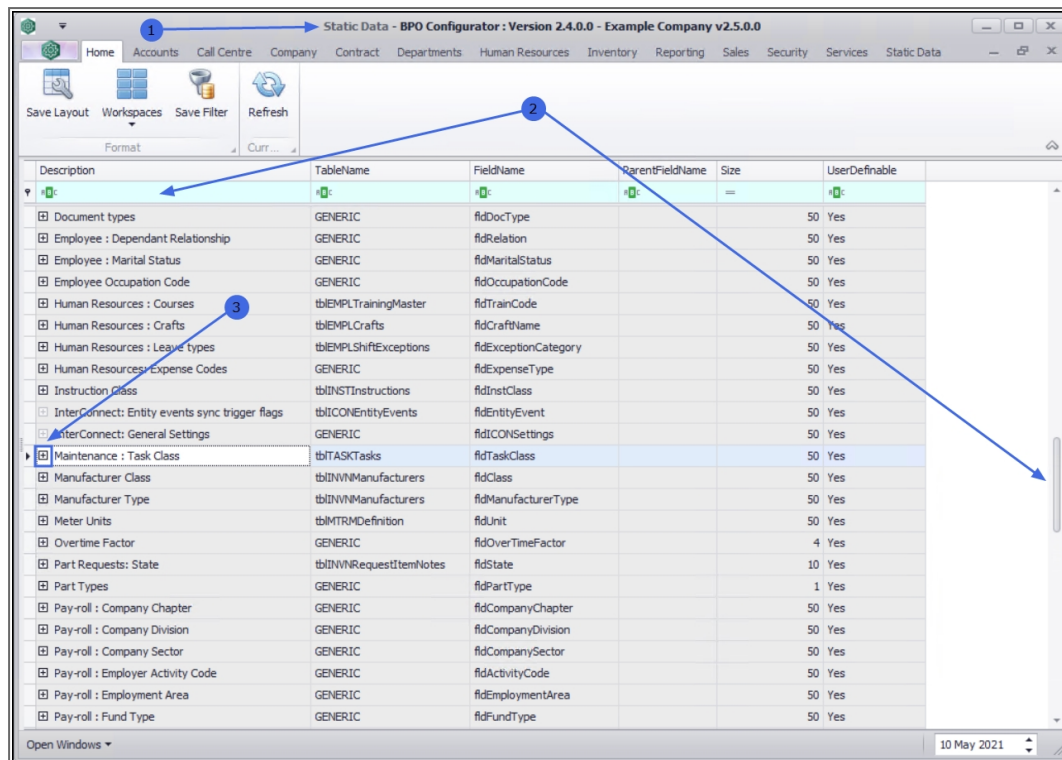


STATIC DATA LISTING SCREEN

1. The *Static Data* listing screen will be displayed.

SELECT INSTRUCTION CLASS

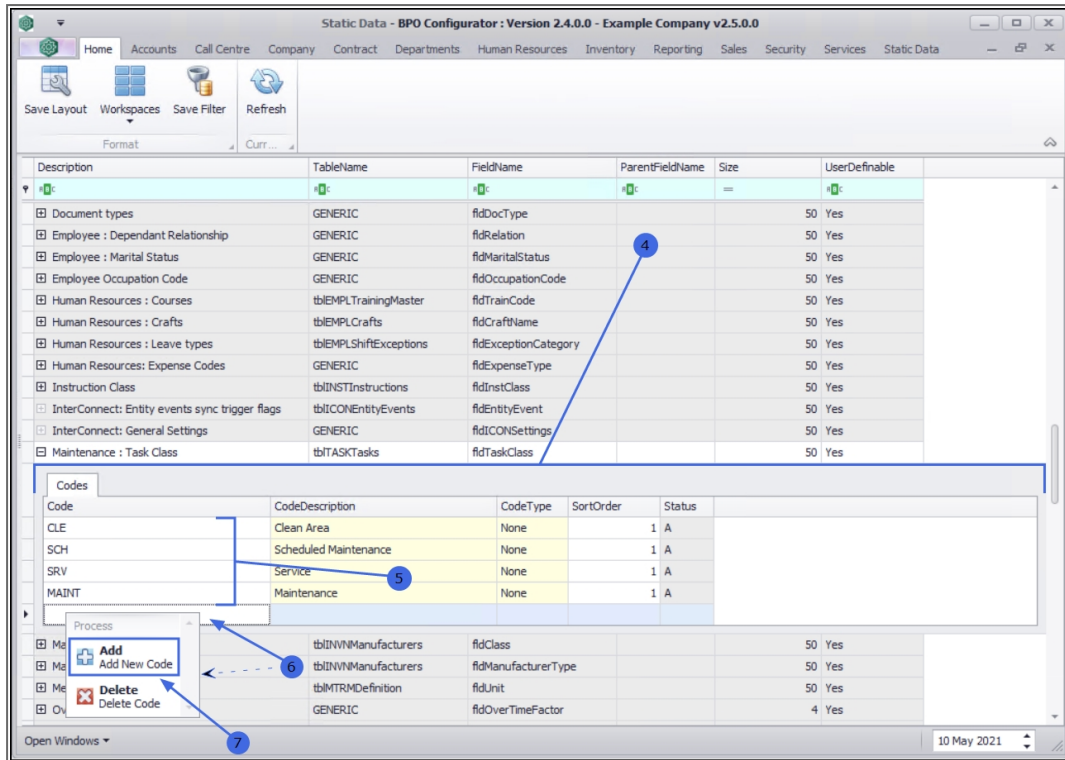
2. Use the **filter** row to **search** for, or **scroll** down the list until you find *Maintenance: Task Class*.
3. Click on the **expand** icon.



- The **Maintenance Task Class Codes** frame will be expanded.
- You can now **view** a list of **maintenance: task class codes** that already exist on the system.

ADD A NEW MAINTENANCE: TASK CLASS CODE

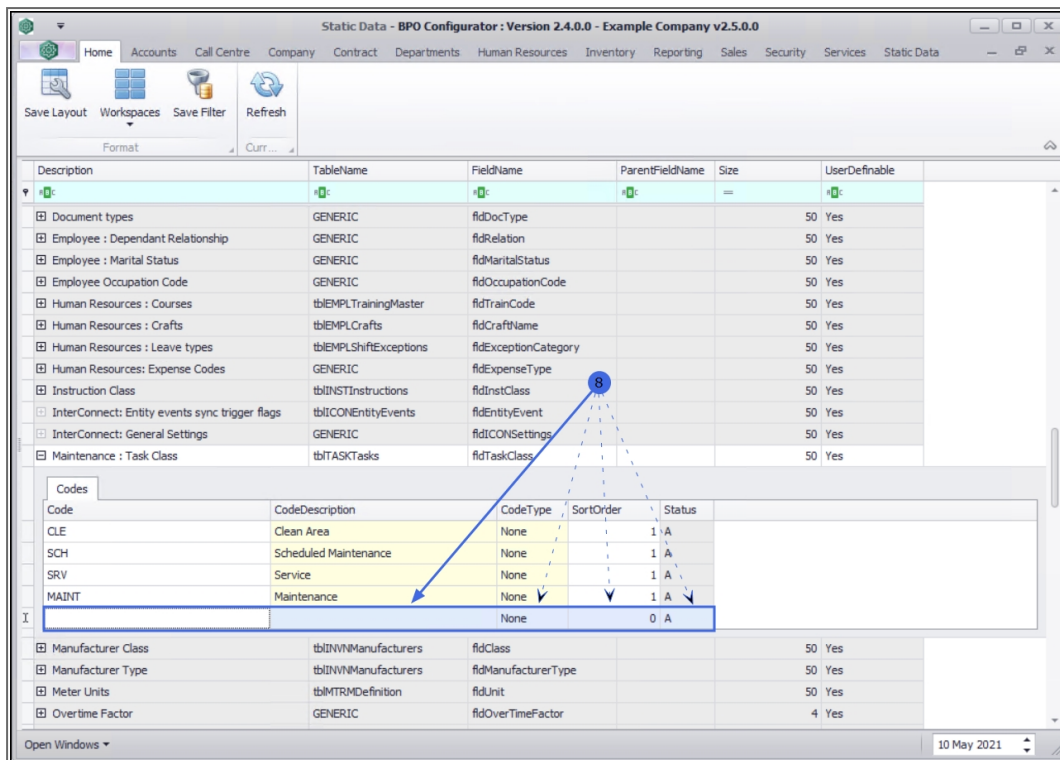
- Right click** anywhere in a **row** of the **Codes** data grid to display the **Process** menu.
- Click on **Add** - Add New Code



The screenshot shows the 'Static Data - BPO Configurator: Version 2.4.0.0 - Example Company v2.5.0.0' window. The 'Codes' data grid is visible, showing columns for Code, CodeDescription, CodeType, SortOrder, and Status. The 'Process' menu is open, showing options like 'Add New Code' and 'Delete Code'. A blue line connects the 'Add New Code' button to the 'Codes' grid, and another blue line connects the 'Delete Code' button to the 'Codes' grid.

Code	CodeDescription	CodeType	SortOrder	Status
CLE	Clean Area	None	1	A
SCH	Scheduled Maintenance	None	1	A
SRV	Service	None	1	A
MAINT	Maintenance	None	1	A

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

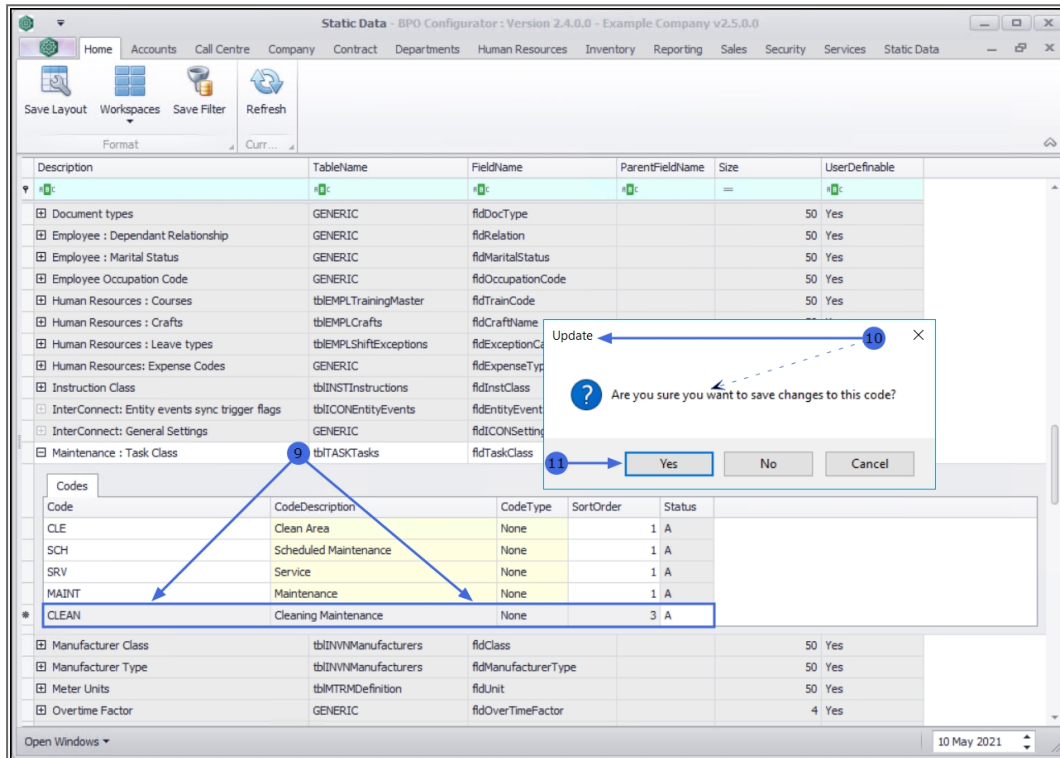


9. Entering the Class Code data

- **Code:** Click in the text box and type in a **code** specific for the new **maintenance: task class**.
- **Code Description:** Click in the text box and type a **description** for the new **maintenance: task class code**.
- **Code Type:** This field can remain as **None**.
- **Status:** This field will auto populate with **A** - Active by default.
- **Sort Order:** Click in the text box to **type** in or use the **arrow** indicators to select the sort order for the new maintenance: task class code.
 - **Note:** The **sort order** is the order in which it will appear in the maintenance: task class code drop-down list in **BPO**. If each maintenance: task class code has the number **1** selected, then the drop-down list will

default to an alphabetical order in BPO. If the order is numbered as **3**, then it will appear **3rd** in the drop-down list in BPO.

10. When you have finished adding the new maintenance: task class code details, press **Enter**. The **Update** message box will display, requesting;
 - **Are you sure you want to save changes to this code?**
11. Click on **Yes** to proceed.



12. The new maintenance: task class code will be **saved** and a **new row** will be added to the **Codes** data grid.
13. **Collapse** the Codes frame.
14. Click on **Close**.

Static Data - BPO Configurator : Version 2.4.0.0 - Example Company v2.5.0.0

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

Save Layout Workspaces Save Filter Refresh

Format Curr...

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Document types	GENERIC	fldDocType		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	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
InterConnect: Entity events sync trigger flags	tblICONEntityEvents	fldEntityEvent		50	Yes
InterConnect: General Settings	GENERIC	fldICONSettings		50	Yes
Maintenance : Task Class	tblTASKTasks	fldTaskClass		50	Yes

Codes

Code	CodeDescription	CodeType	SortOrder	Status
CLE	Clean Area	None	1	A
SCH	Scheduled Maintenance	None	1	A
SRV	Service	None	1	A
MAINT	Maintenance	None	1	A
CLEAN	Cleaning Maintenance	None	3	A

Manufacturer Class

Manufacturer Class	tblINVMManufacturers	fldClass	Size	UserDefinable
Manufacturer Type	tblINVMManufacturers	fldManufacturerType	50	Yes
Meter Units	tblMTRMDefinition	fldUnit	50	Yes

Open Windows

10 May 2021

14

12

MNU.108.033