

STATIC DATA

STATIC DATA – INSTRUCTION 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*

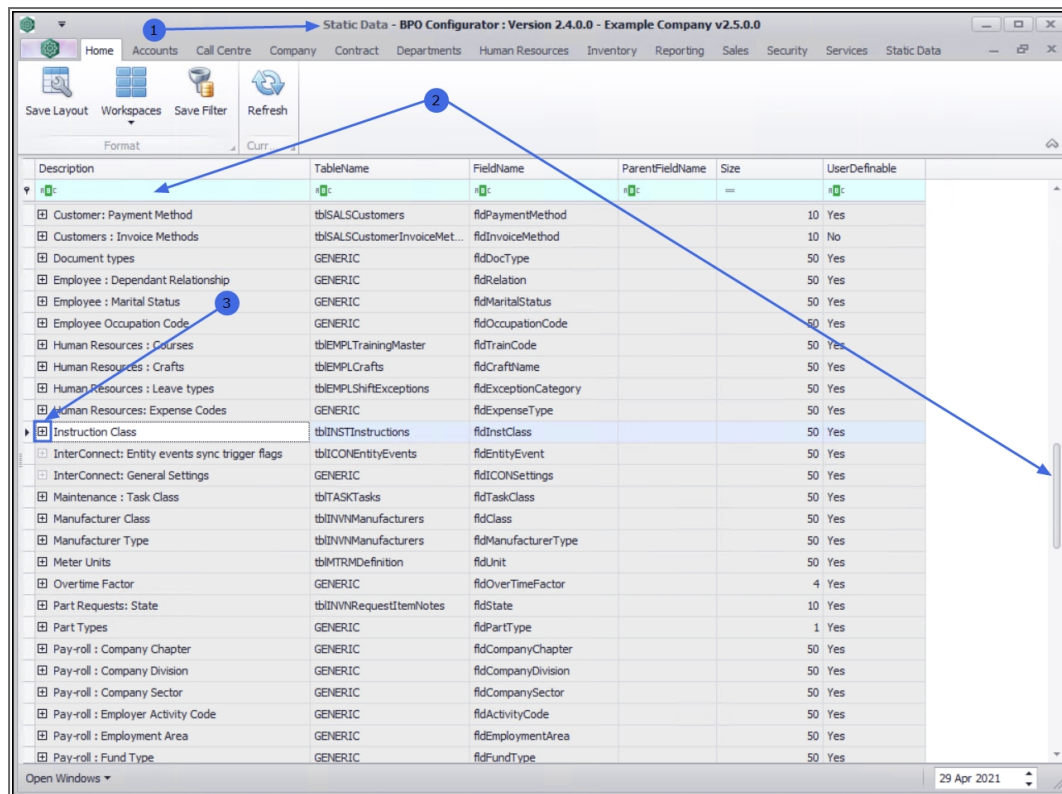


STATIC DATA LISTING SCREEN

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 *Instruction Class*.
3. Click on the **expand** icon.

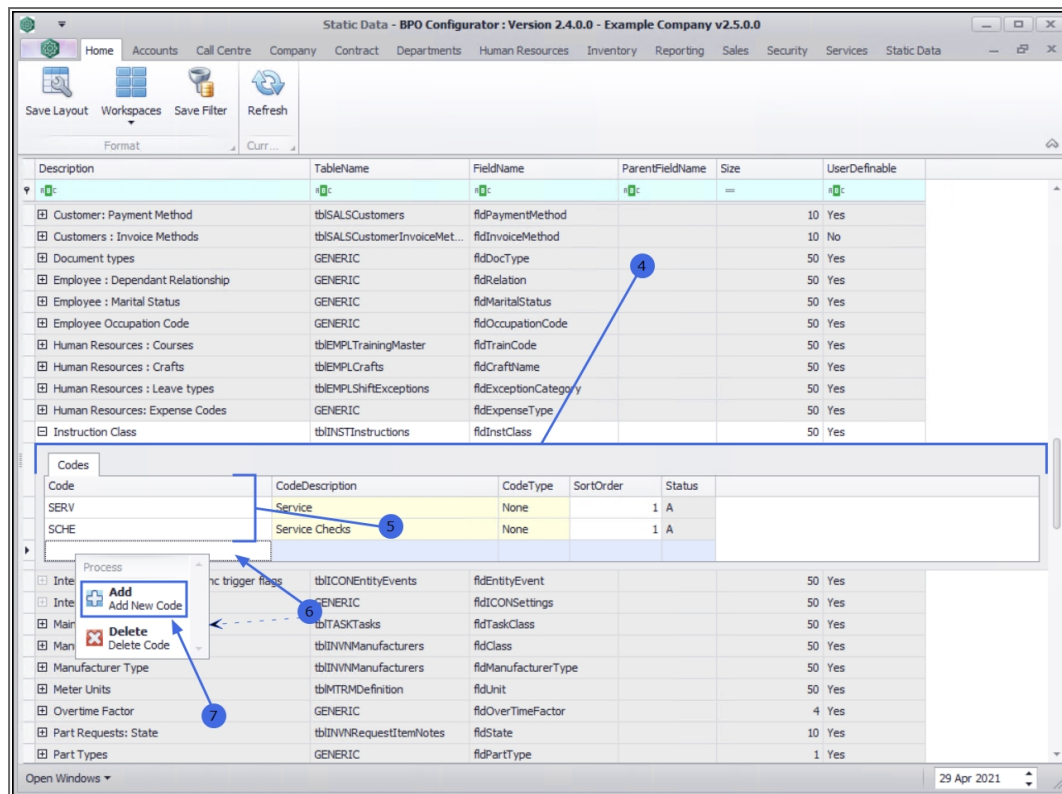


Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Customer: Payment Method	tbSALSCustomers	fidPaymentMethod		10	Yes
Customer: Invoice Methods	tbSALSCustomerInvoiceMet...	fidInvoiceMethod		10	No
Document types	GENERIC	fidDocType		50	Yes
Employee: Dependant Relationship	GENERIC	fidRelation		50	Yes
Employee: Marital Status	GENERIC	fidMaritalStatus		50	Yes
Employee Occupation Code	GENERIC	fidOccupationCode		50	Yes
Human Resources: Courses	tbEMPLTrainingMaster	fidTrainCode		50	Yes
Human Resources: Crafts	tbEMPLCrafts	fidCraftName		50	Yes
Human Resources: Leave types	tbEMPLShiftExceptions	fidExceptionCategory		50	Yes
Human Resources: Expense Codes	GENERIC	fidExpenseType		50	Yes
Instruction Class	tbINSTInstructions	fidInstClass		50	Yes
InterConnect: Entity events sync trigger flags	tbICONEntityEvents	fidEntityEvent		50	Yes
InterConnect: General Settings	GENERIC	fidCONSettings		50	Yes
Maintenance: Task Class	tbITASKTasks	fidTaskClass		50	Yes
Manufacturer Class	tbINVMManufacturers	fidClass		50	Yes
Manufacturer Type	tbINVMManufacturers	fidManufacturerType		50	Yes
Meter Units	tbIMTRMDefinition	fidUnit		50	Yes
Overtime Factor	GENERIC	fidOverTimeFactor		4	Yes
Part Requests: State	tbIINVRRequestItemNotes	fidState		10	Yes
Part Types	GENERIC	fidPartType		1	Yes
Pay-roll: Company Chapter	GENERIC	fidCompanyChapter		50	Yes
Pay-roll: Company Division	GENERIC	fidCompanyDivision		50	Yes
Pay-roll: Company Sector	GENERIC	fidCompanySector		50	Yes
Pay-roll: Employer Activity Code	GENERIC	fidActivityCode		50	Yes
Pay-roll: Employment Area	GENERIC	fidEmploymentArea		50	Yes
Pay-roll: Fund Type	GENERIC	fidFundType		50	Yes

- The **Instruction Class Codes** frame will be expanded.
- You can now **view** a list of Instruction Class Codes that already exist on the system.

ADD A NEW INSTRUCTION CLASS CODE

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



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

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Customer: Payment Method	tblSALSCustomers	fidPaymentMethod		10	Yes
Customers : Invoice Methods	tblSALSCustomerInvoiceMet...	fidInvoiceMethod		10	No
Document types	GENERIC	fidDocType		50	Yes
Employee : Dependant Relationship	GENERIC	fidRelation		50	Yes
Employee : Marital Status	GENERIC	fidMaritalStatus		50	Yes
Employee Occupation Code	GENERIC	fidOccupationCode		50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fidTrainCode		50	Yes
Human Resources : Crafts	tblEMPLCrafts	fidCraftName		50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fidExceptionCategory		50	Yes
Human Resources : Expense Codes	GENERIC	fidExpenseType		50	Yes
Instruction Class	tblINSTInstructions	fidInstClass		50	Yes

Code	CodeDescription	CodeType	SortOrder	Status
SERV	Service	None	1	A
SCHE	Service Checks	None	1	A

Process

- Add New Code
- Delete Code

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

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 CUF...

Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Document types	GENERIC	fidDocType		50	Yes
Employee : Dependant Relationship	GENERIC	fidRelation		50	Yes
Employee : Marital Status	GENERIC	fidMaritalStatus		50	Yes
Employee Occupation Code	GENERIC	fidOccupationCode		50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fidTrainCode		50	Yes
Human Resources : Crafts	tblEMPLCrafts	fidCraftName		50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fidExceptionCategory		50	Yes
Human Resources : Expense Codes	GENERIC	fidExpenseType		50	Yes
Instruction Class	tblINSTInstructions	fidInstClass		50	Yes

Codes

Code	CodeDescription	CodeType	SortOrder	Status
SERV	Service	None	1	A
SCHE	Service Checks	None	1	A
		None	0	A

InterConnect: Entity events sync trigger flags	tblICONEntityEvents	fidEntityEvent		50	Yes
InterConnect: General Settings	GENERIC	fidICONSettings		50	Yes
Maintenance : Task Class	tblTASKTasks	fidTaskClass		50	Yes
Manufacturer Class	tblINVMManufacturers	fidClass		50	Yes
Manufacturer Type	tblINVMManufacturers	fidManufacturerType		50	Yes
Meter Units	tblMTRMDefinition	fidUnit		50	Yes
Overtime Factor	GENERIC	fidOverTimeFactor		4	Yes
Part Requests: State	tblINVRRequestItemNotes	fidState		10	Yes
Part Types	GENERIC	fidPartType		1	Yes
Pay-roll : Company Chapter	GENERIC	fidCompanyChapter		50	Yes
Pay-roll : Company Division	GENERIC	fidCompanyDivision		50	Yes

Open Windows

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9. Entering the Class Code data

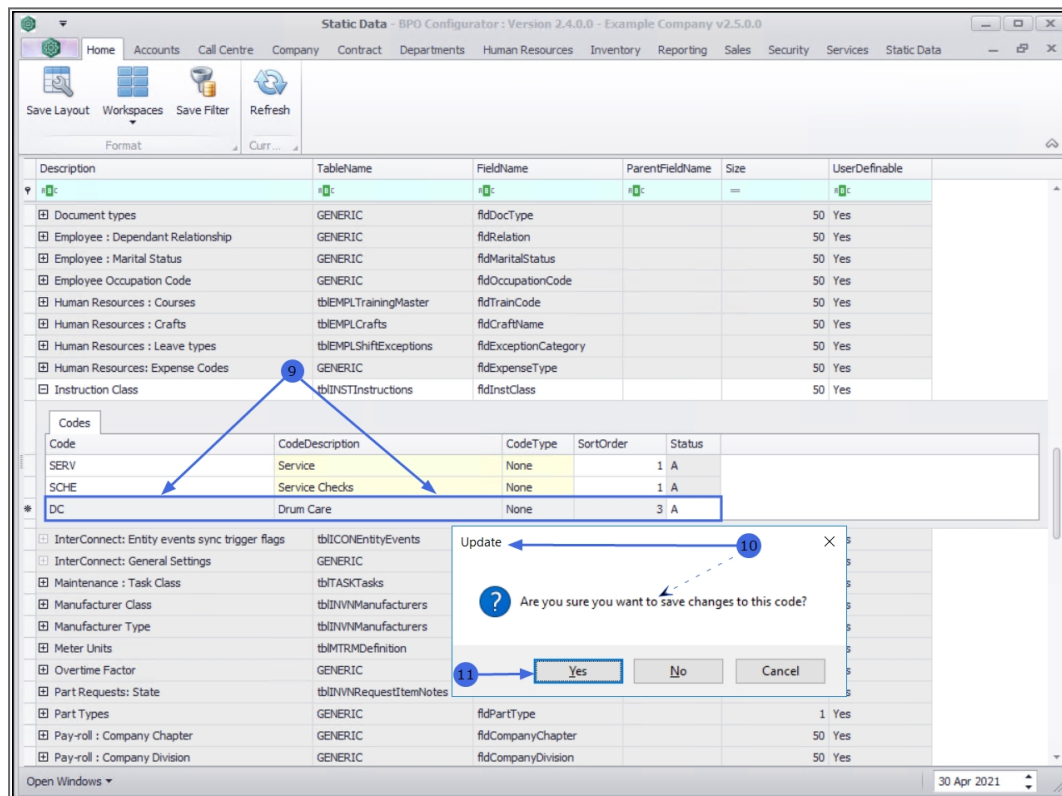
- **Code:** Click in the text box and type in a **code** specific for the new **instruction class**.
- **Code Description:** Click in the text box and type a **description** for the new **instruction class code**.
- **Code Type:** This field can remain as **None**.
- **Status:** This field will auto 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 instruction class code.

- **Note:** The *sort order* is the order in which the instruction will appear in the Instruction Class Code drop-down list in **BPO**. If each instruction 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.

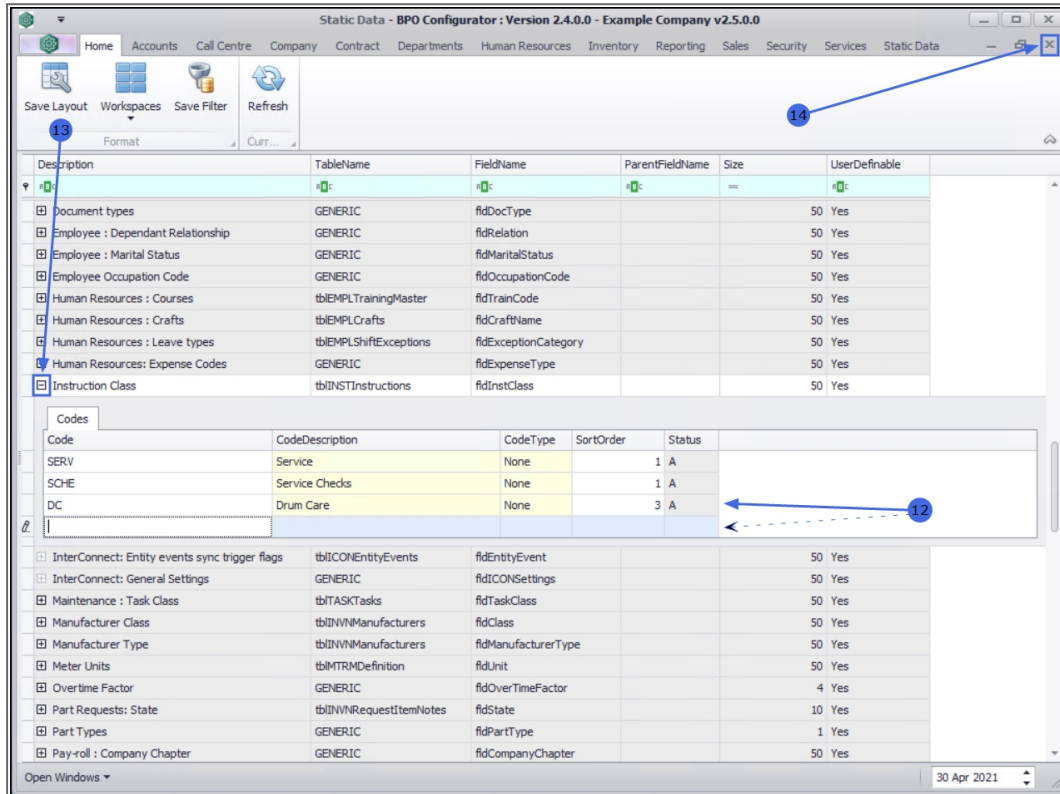
10. When you have finished adding the new instruction class code details, press **Enter**. The **Update** message box will display, requesting;

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

11. Click on **Yes** to proceed.



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



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Description	TableName	FieldName	ParentFieldName	Size	UserDefinable
Document types	GENERIC	fidDocType		50	Yes
Employee : Dependant Relationship	GENERIC	fidRelation		50	Yes
Employee : Marital Status	GENERIC	fidMaritalStatus		50	Yes
Employee Occupation Code	GENERIC	fidOccupationCode		50	Yes
Human Resources : Courses	tblEMPLTrainingMaster	fidTrainCode		50	Yes
Human Resources : Crafts	tblEMPLCrafts	fidCraftName		50	Yes
Human Resources : Leave types	tblEMPLShiftExceptions	fidExceptionCategory		50	Yes
Human Resources : Expense Codes	GENERIC	fidExpenseType		50	Yes
Instruction Class	tblINSTInstructions	fidInstClass		50	Yes

Code	CodeDescription	CodeType	SortOrder	Status
SERV	Service	None	1	A
SCHE	Service Checks	None	1	A
DC	Drum Care	None	3	A

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