STATIC DATA

STATIC DATA - HUMAN RESOURCES: COURSES

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

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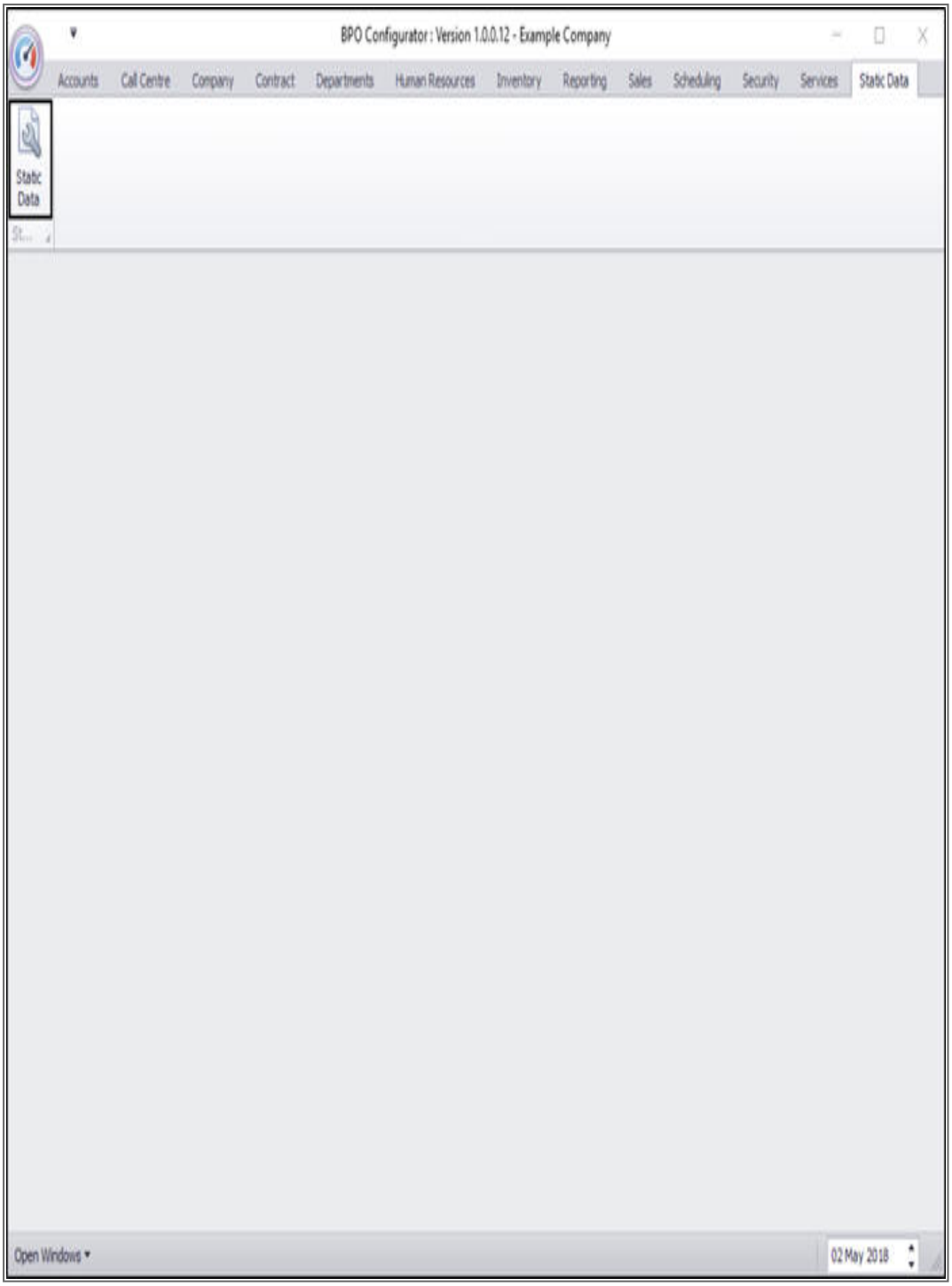

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- The ***Static Data*** listing screen will be displayed.
- Use the ***filter row*** or ***scroll down*** the list until you find the ***Human Resources: Courses*** row.
- Click on the ***expand*** icon in this row.

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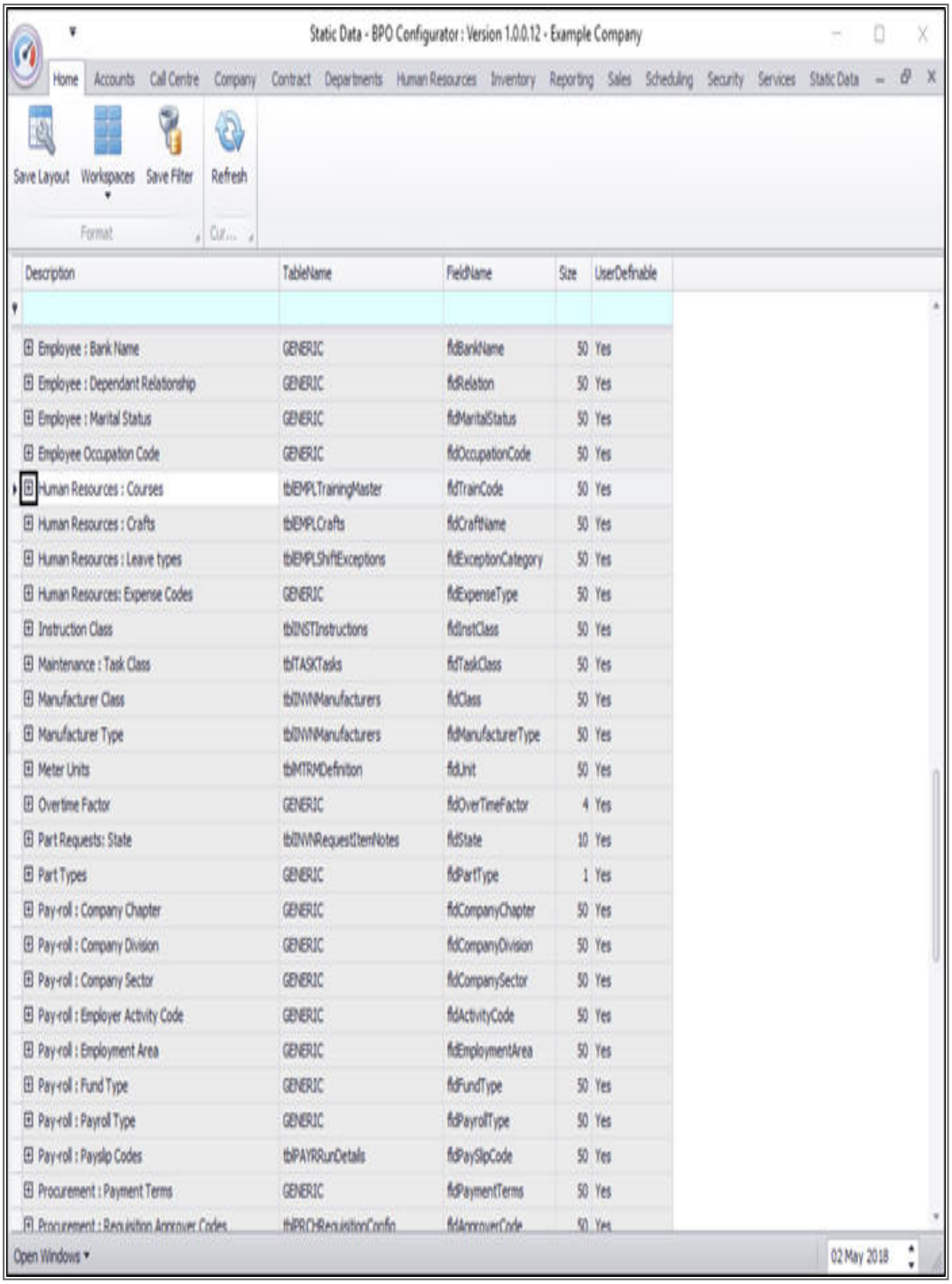

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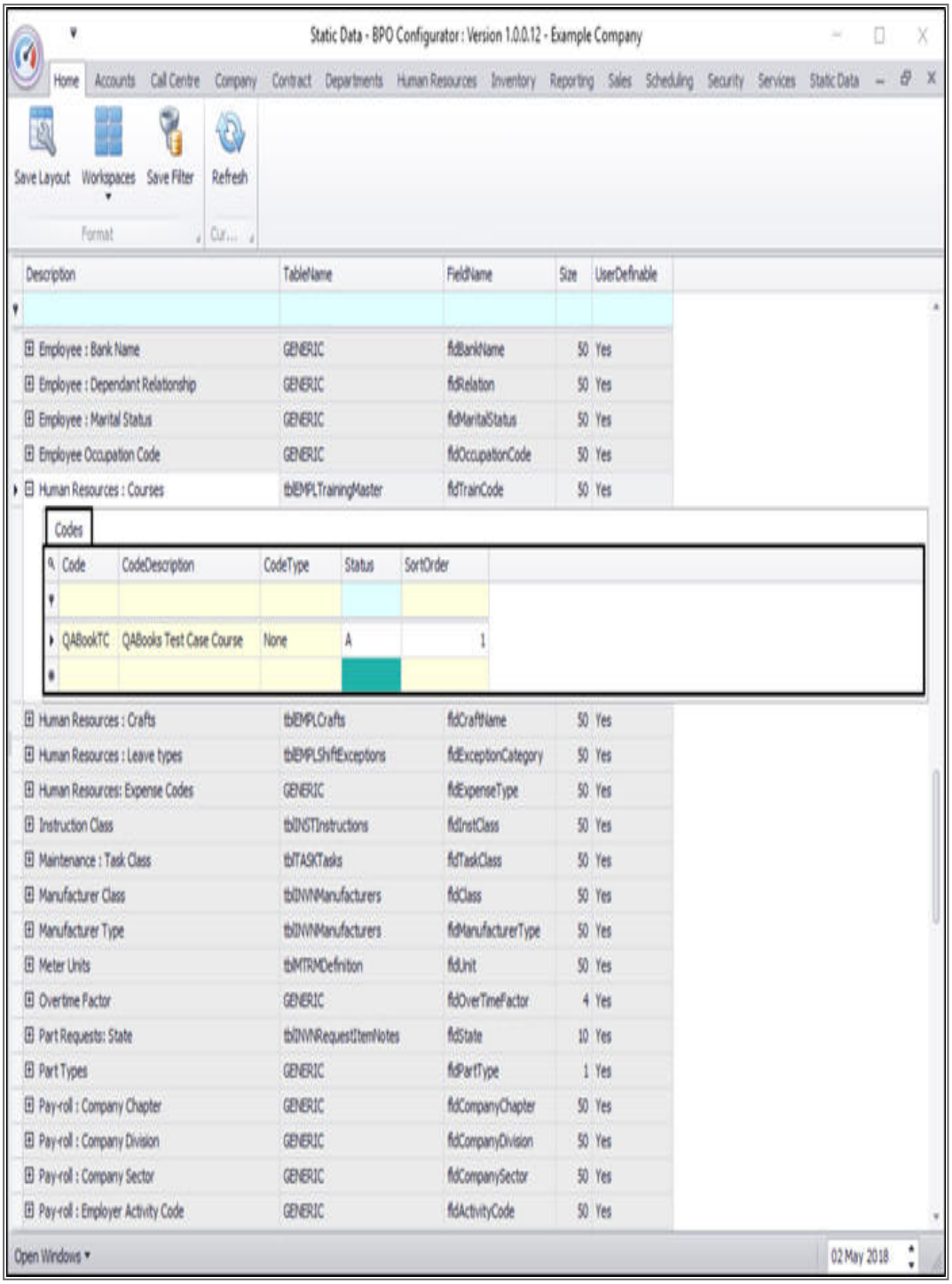
- The Human Resources: Courses ***Codes*** frame will be expanded.
- Here you can view a list of ***human resources course types*** currently on the system.



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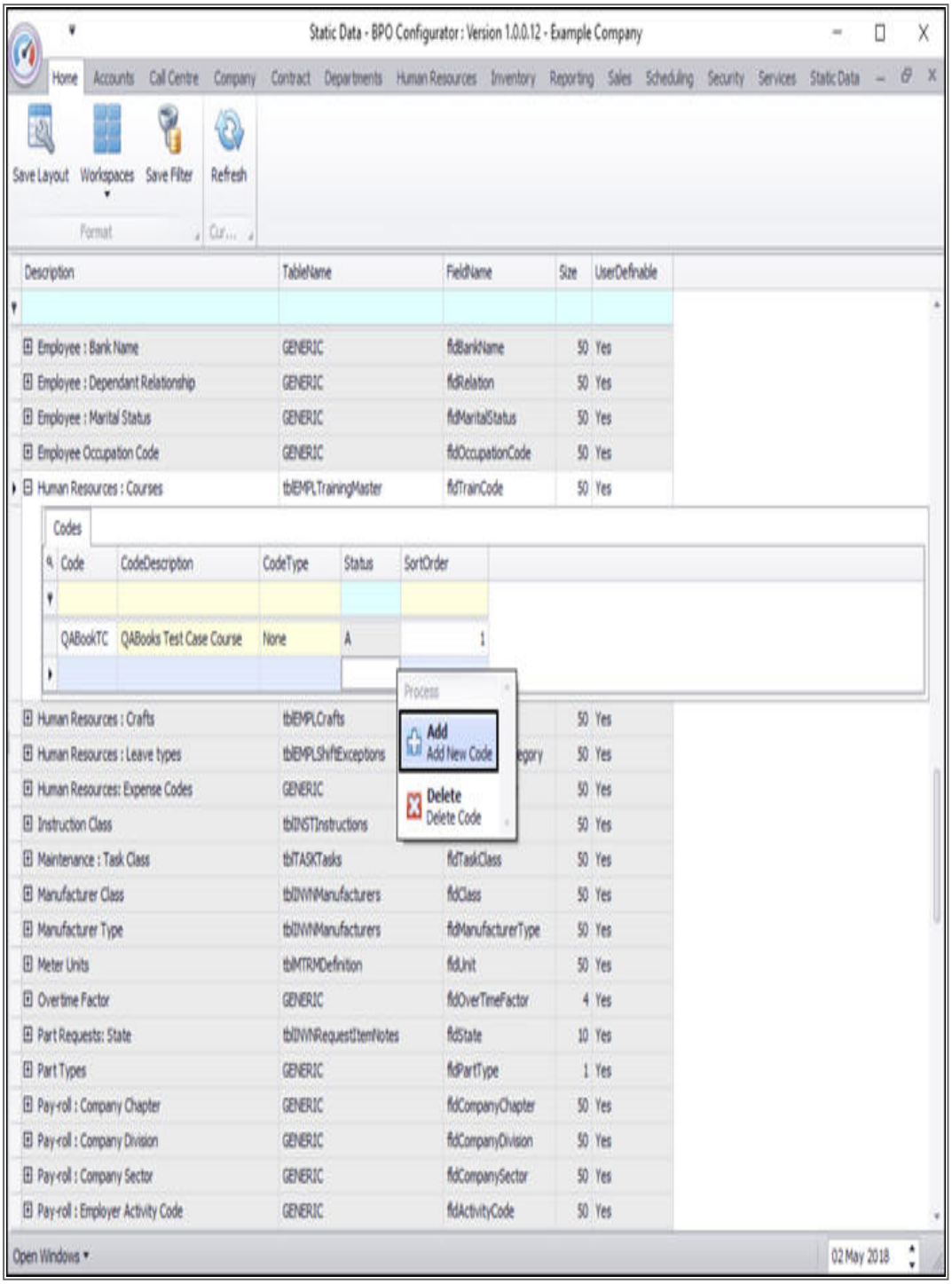
- ***Right click*** anywhere in a ***row*** of the ***Codes*** data grid.
- A ***Process*** menu will pop up.
- Click on ***Add*** - Add New Code.



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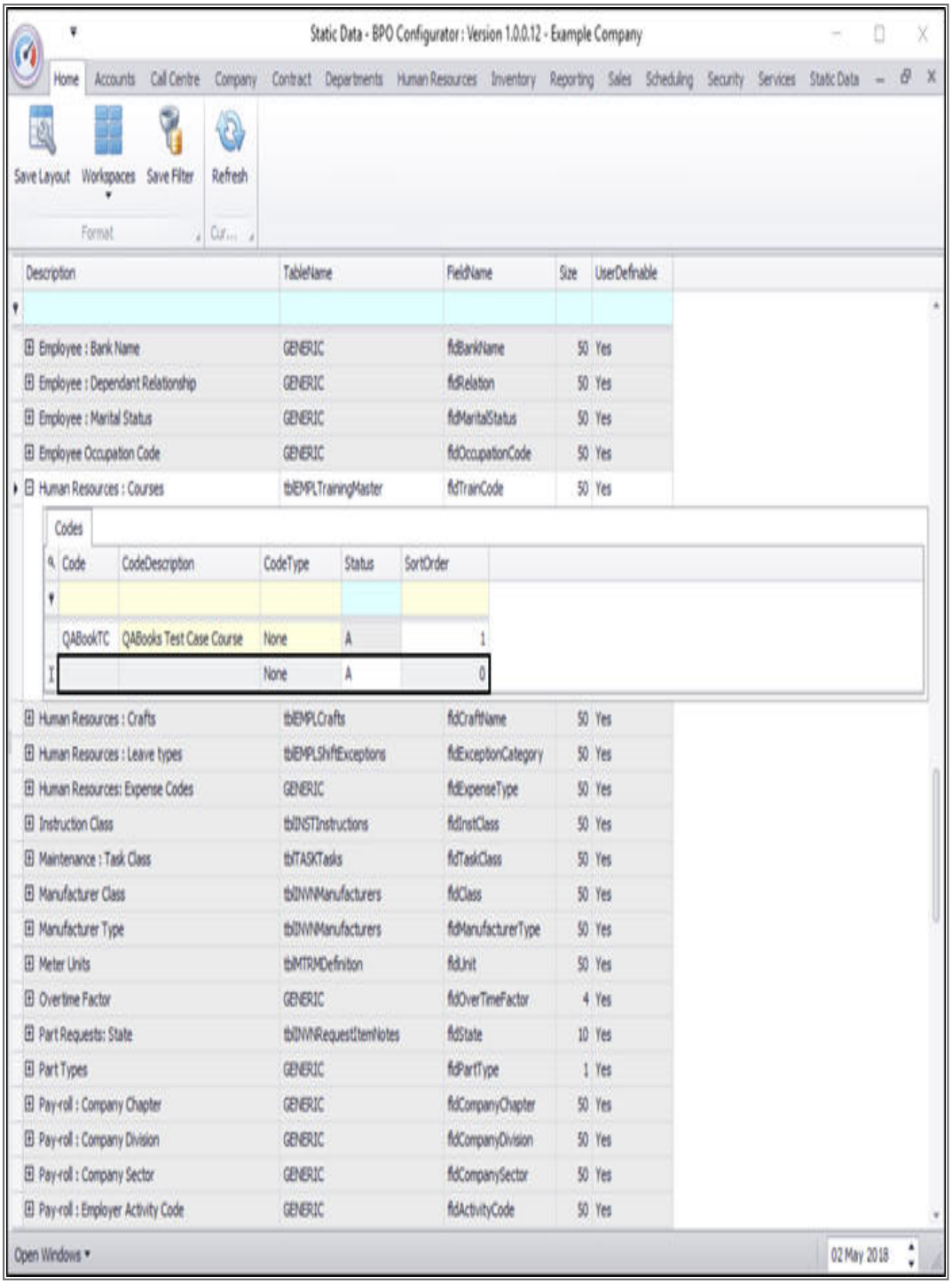
- The ***final row*** in the Codes data grid will now be ***'activated'***.
    - The ***Code Type***, ***Status*** and ***Sort Order*** columns will now be populated.



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- **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.

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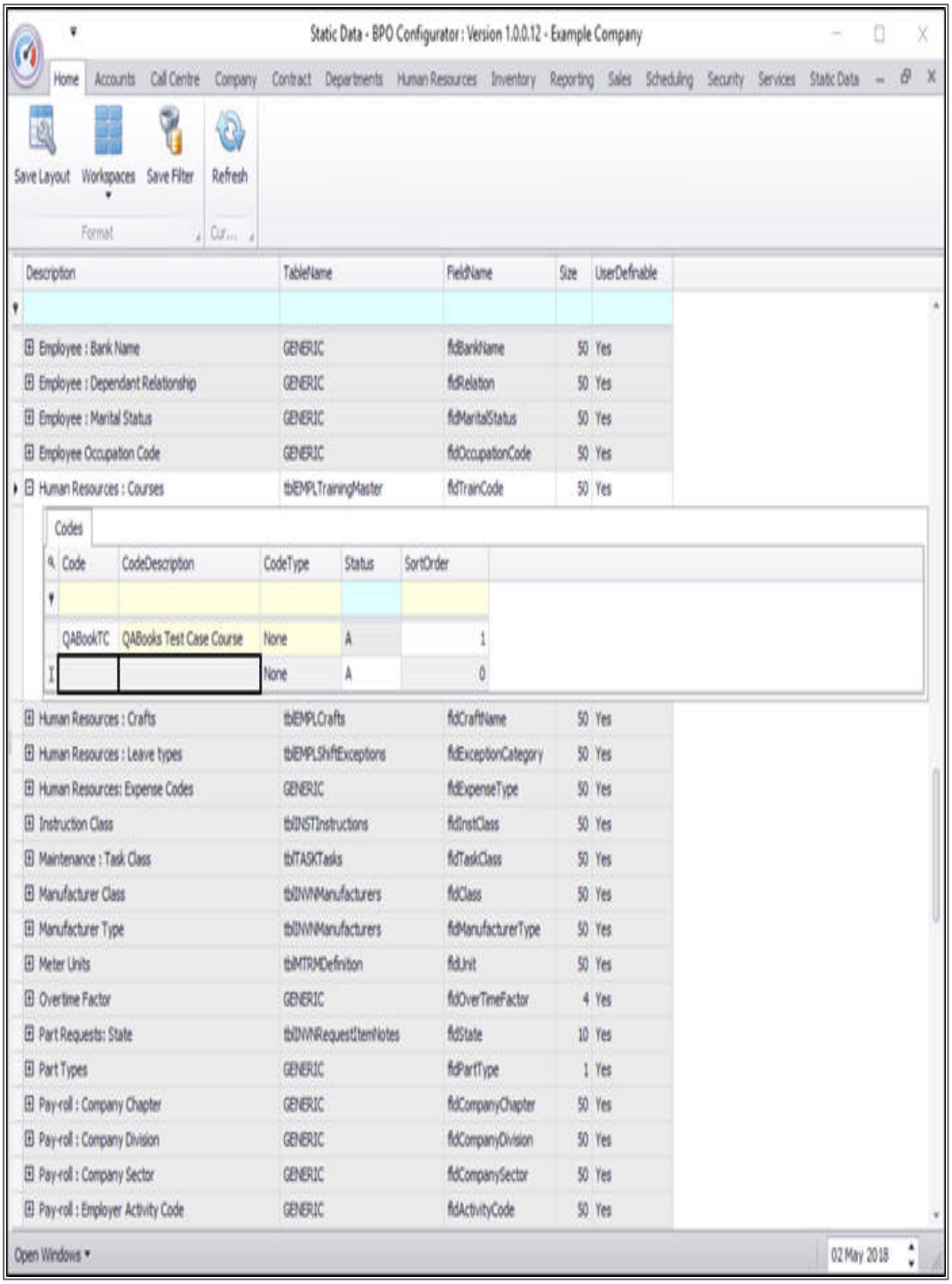

- **Code Type:** This can remain as ***None***.
- **Status:** This will auto populate with ***A*** - Active.

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- **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.

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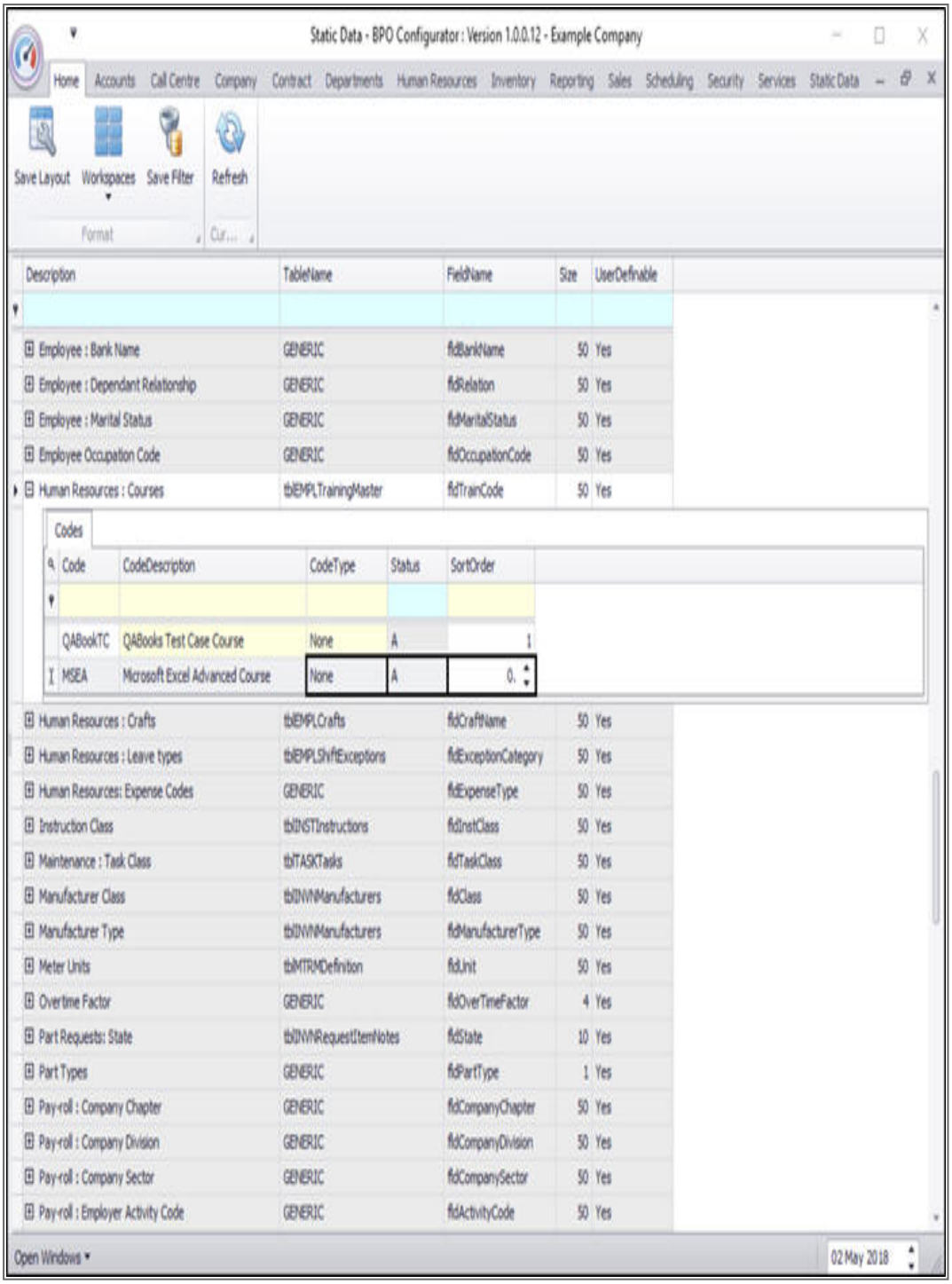

- When you have finished adding the new human resources course code details, press ***Enter***.

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

- Click on ***Yes***.

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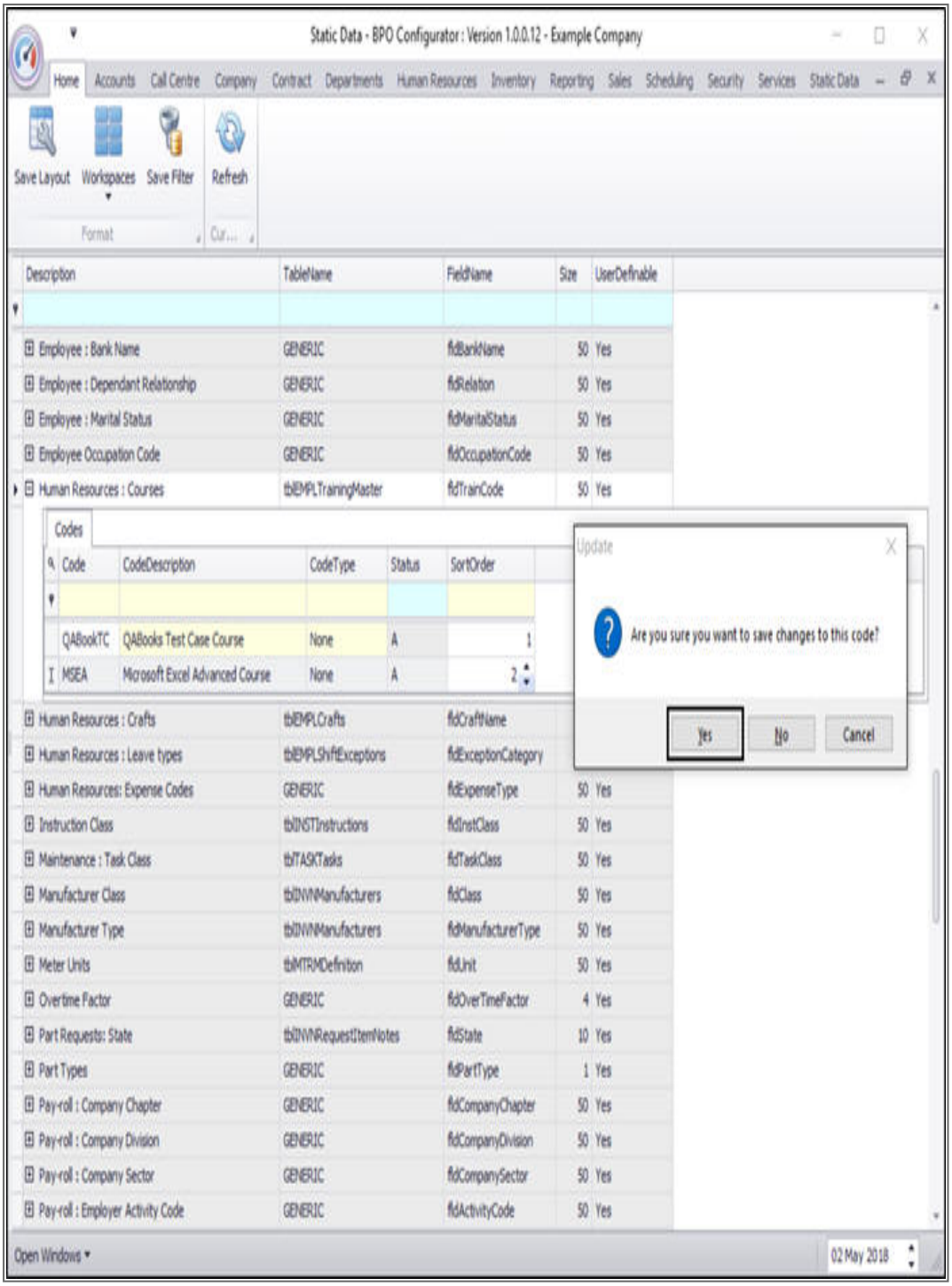

- The new human resources course code will be ***saved*** and a ***new row*** will be added to the ***Codes*** data grid.

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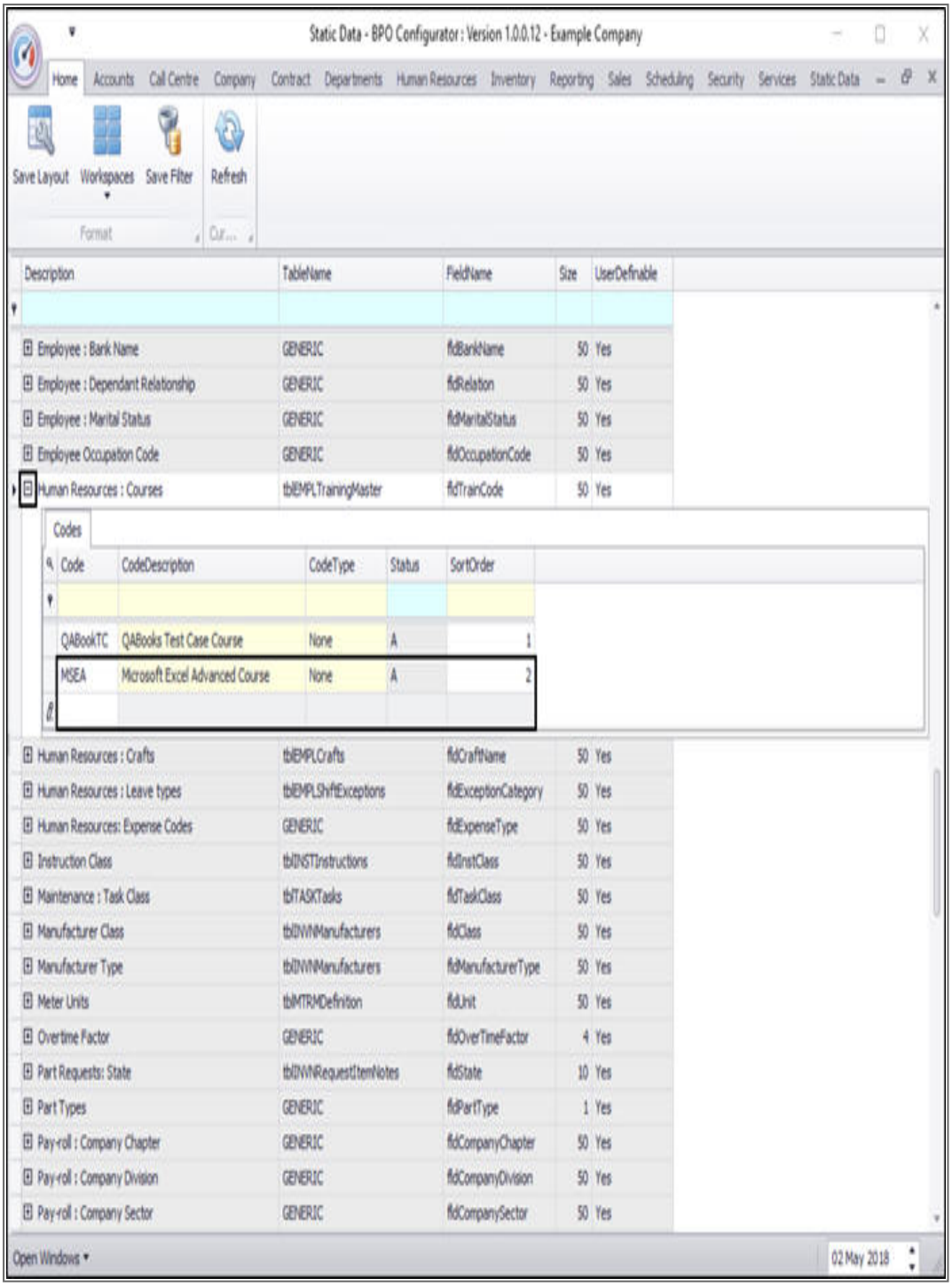
- ***Collapse*** the Codes frame.



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