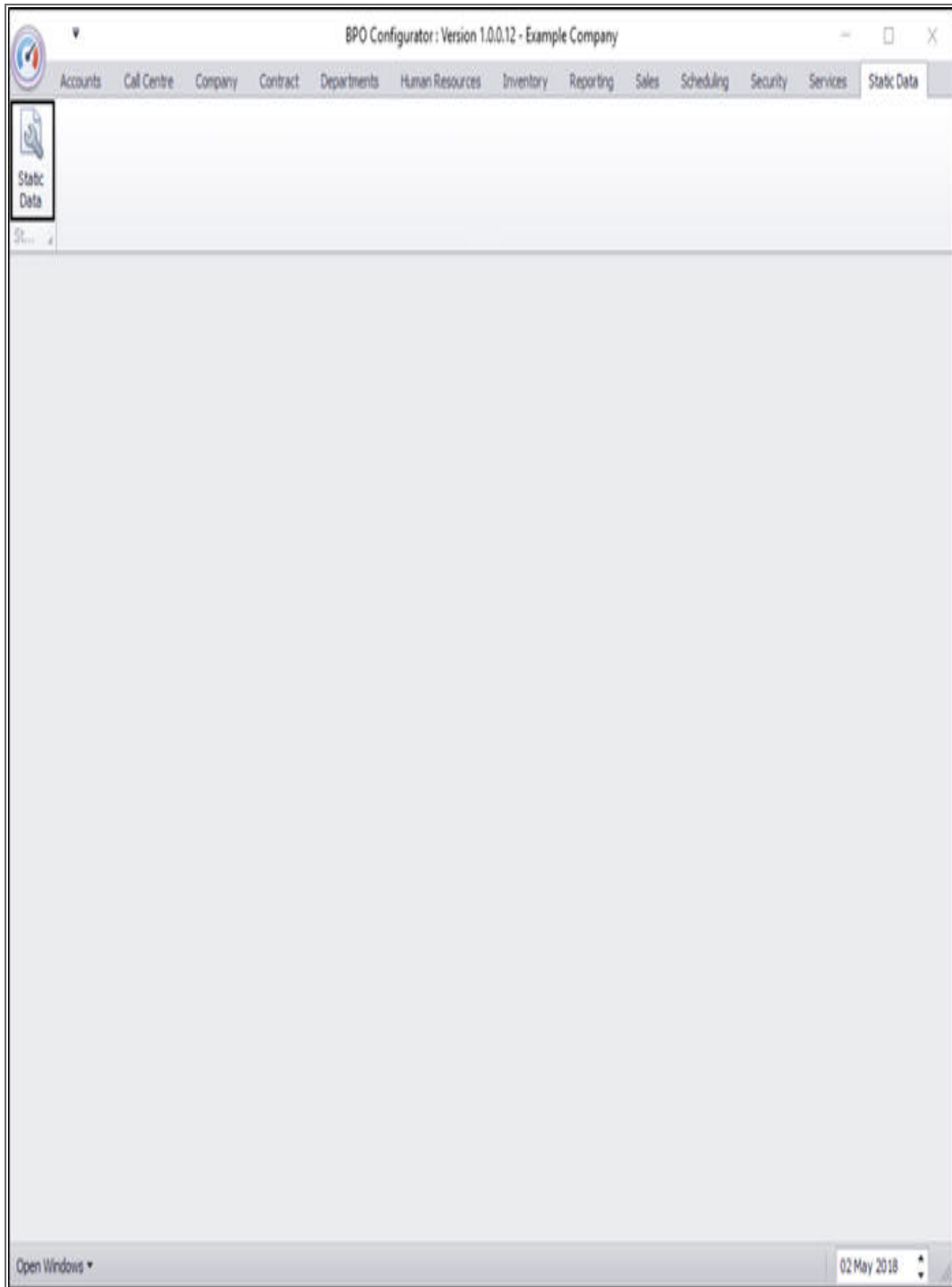


STATIC DATA

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	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	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
Pay-roll : Employment Area	GENERIC	fdEmploymentArea	50	Yes
Pay-roll : Fund Type	GENERIC	fdFundType	50	Yes
Pay-roll : Payroll Type	GENERIC	fdPayrollType	50	Yes
Pay-roll : Payslip Codes	tbPAYRRunDetails	fdPayslipCode	50	Yes
Procurement : Payment Terms	GENERIC	fdPaymentTerms	50	Yes
Procurement : Requisition Approver Codes	tbPROCRequisitionConfn	fdApproverCode	50	Yes

Open Windows 02 May 2018

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

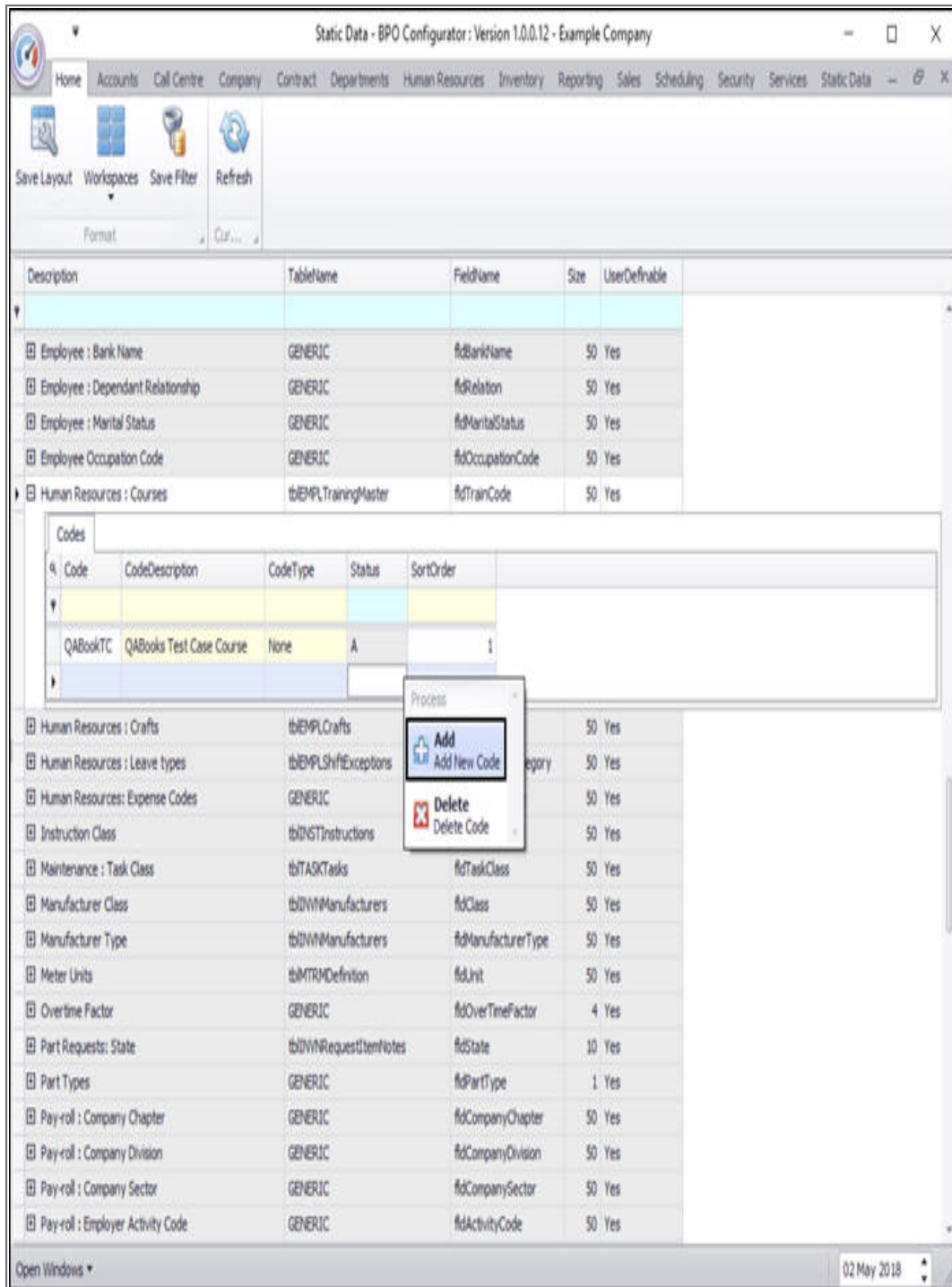
The screenshot shows the 'Static Data - BPO Configurator' application interface. The main window displays a table of static data with columns: Description, TableName, FieldName, Size, and UseDefnable. The 'Human Resources : Courses' entry is selected, and its 'Codes' sub-table is expanded.

Description	TableName	FieldName	Size	UseDefnable
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

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

The application also shows a list of other static data entries at the bottom, including Human Resources : Crafts, Human Resources : Leave types, Human Resources: Expense Codes, Instruction Class, Maintenance : Task Class, Manufacturer Class, Manufacturer Type, Meter Units, Overtime Factor, Part Requests: State, Part Types, Pay-roll : Company Chapter, Pay-roll : Company Division, Pay-roll : Company Sector, and Pay-roll : Employer Activity Code.

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



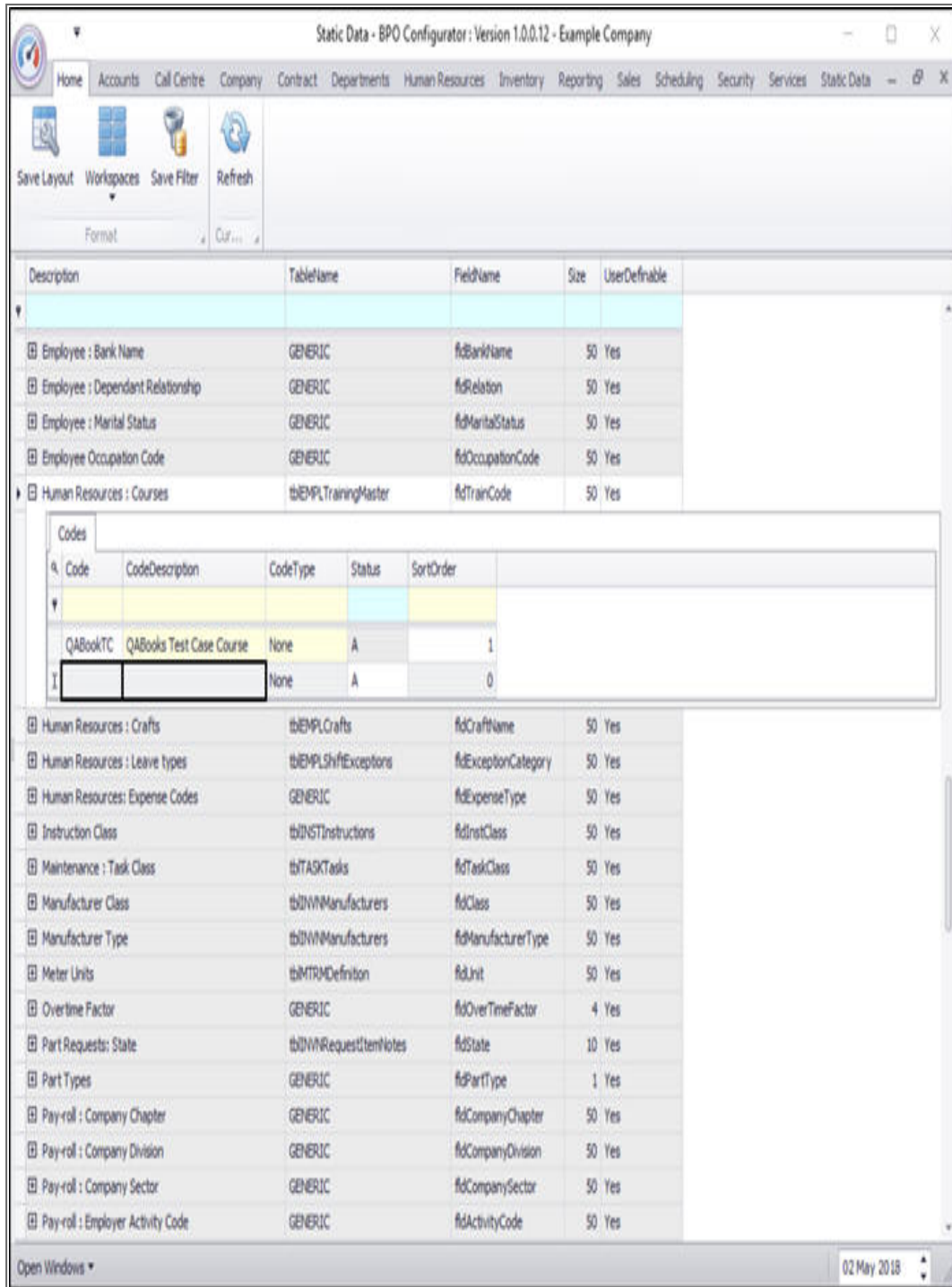
- The **final row** in the Codes data grid will now be '**activated**'.
- The **Code Type, Status** and **Sort Order** columns will now be populated.

The screenshot shows the 'Static Data - BPO Configurator' application interface. The main window displays a list of data tables with columns: Description, TableName, FieldName, Size, and UseDefnable. The 'Human Resources : Courses' table is selected, and its details are shown in a pop-up window.

Description	TableName	FieldName	Size	UseDefnable
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

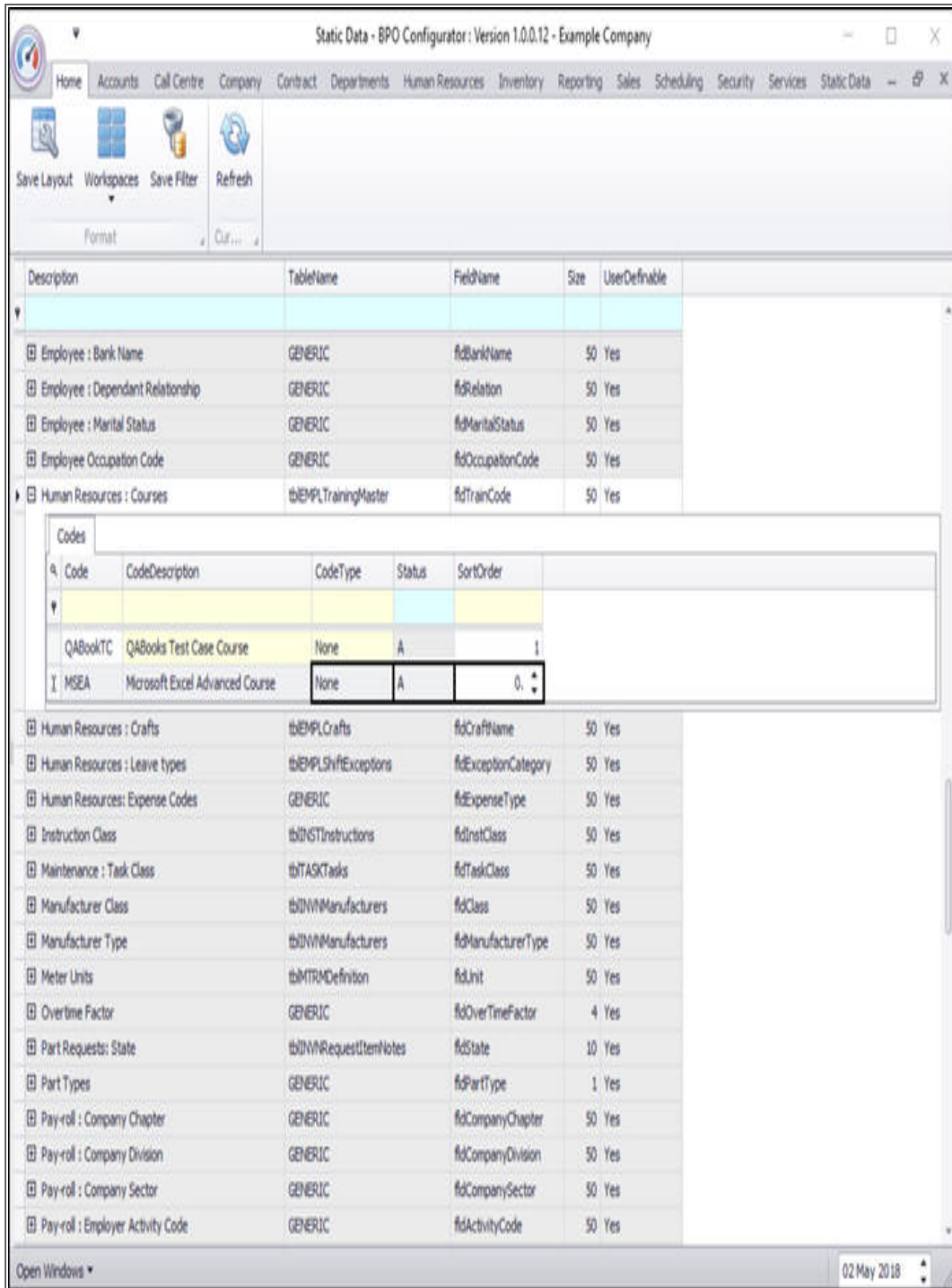
Code	CodeDescription	CodeType	Status	SortOrder
QABookTC	QABooks Test Case Course	None	A	1
		None	A	0

- **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.



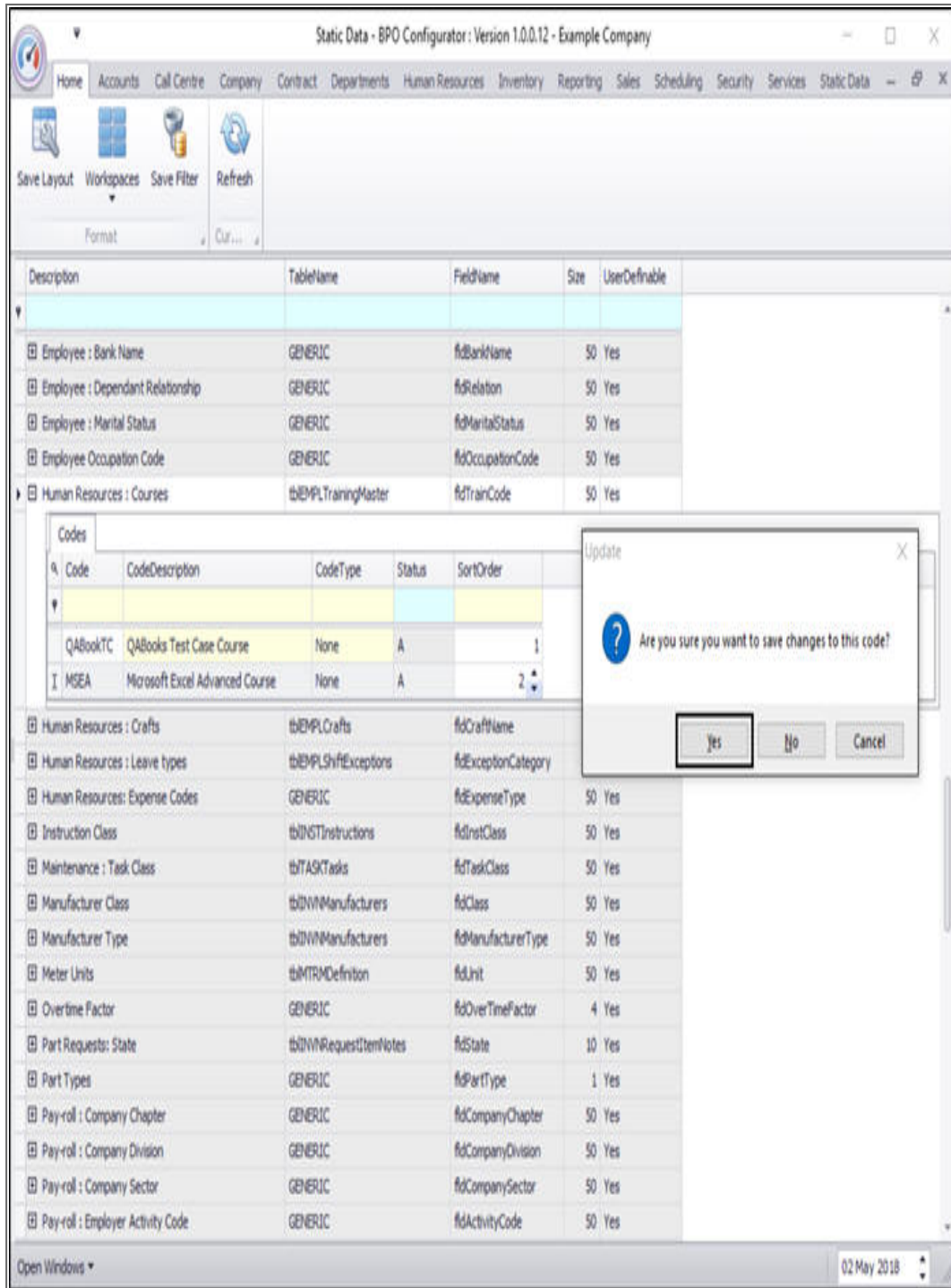
- **Code Type:** This can remain as **None**.
- **Status:** This will auto populate with **A** - Active.

- **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.



- 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**.



- 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 interface. The main window title is 'Static Data - BPO Configurator : Version 1.0.0.12 - Example Company'. The application has a menu bar with options: Home, Accounts, Call Centre, Company, Contract, Departments, Human Resources, Inventory, Reporting, Sales, Scheduling, Security, Services, and Static Data. Below the menu bar is a toolbar with icons for Save Layout, Workspaces, Save Filter, and Refresh, along with a Format dropdown and a 'Cur...' button.

The main content area displays a list of static data items with columns: Description, TableName, FieldName, Size, and UserDefinable. The 'Human Resources : Courses' item is selected and expanded, showing a 'Codes' sub-table. The 'Codes' table has columns: Code, CodeDescription, CodeType, Status, and SortOrder. Two rows are visible in the 'Codes' table:

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

Below the 'Codes' table, the main list of static data items continues with entries like 'Human Resources : Crafts', 'Human Resources : Leave types', 'Human Resources: Expense Codes', 'Instruction Class', 'Maintenance : Task Class', 'Manufacturer Class', 'Manufacturer Type', 'Meter Units', 'Overtime Factor', 'Part Requests: State', 'Part Types', 'Pay-roll : Company Chapter', 'Pay-roll : Company Division', and 'Pay-roll : Company Sector'.

The bottom of the window shows 'Open Windows' on the left and the date '02 May 2018' on the right.

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