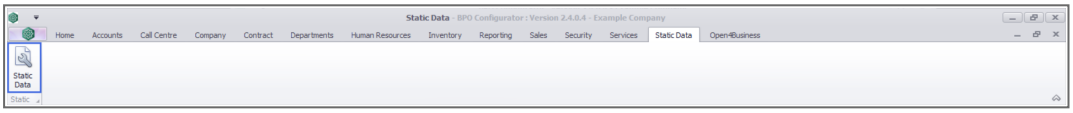
# STATIC DATA

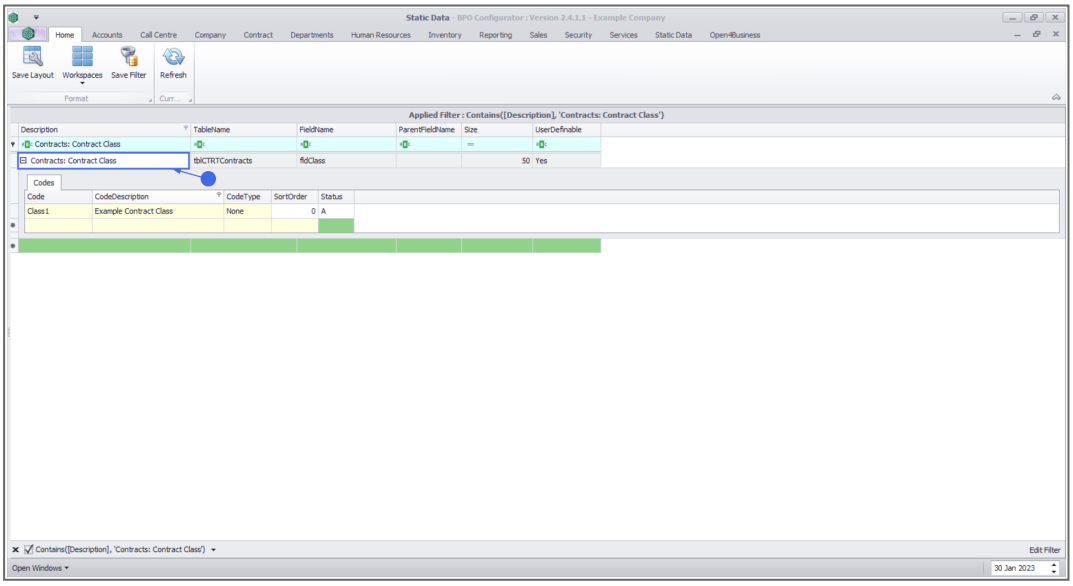
## CONTRACT CLASS

This is an Additional user defined fields to classify contracts, which is viewable in the Period and Ad-hoc Escalation screens.

***Ribbon*** Select ***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 code you wish to amend.
- Click on the ***expand*** icon to expand the ***Codes*** frame.
- ***Contracts : Class***.



- The last blank row in the list of codes is a new row.



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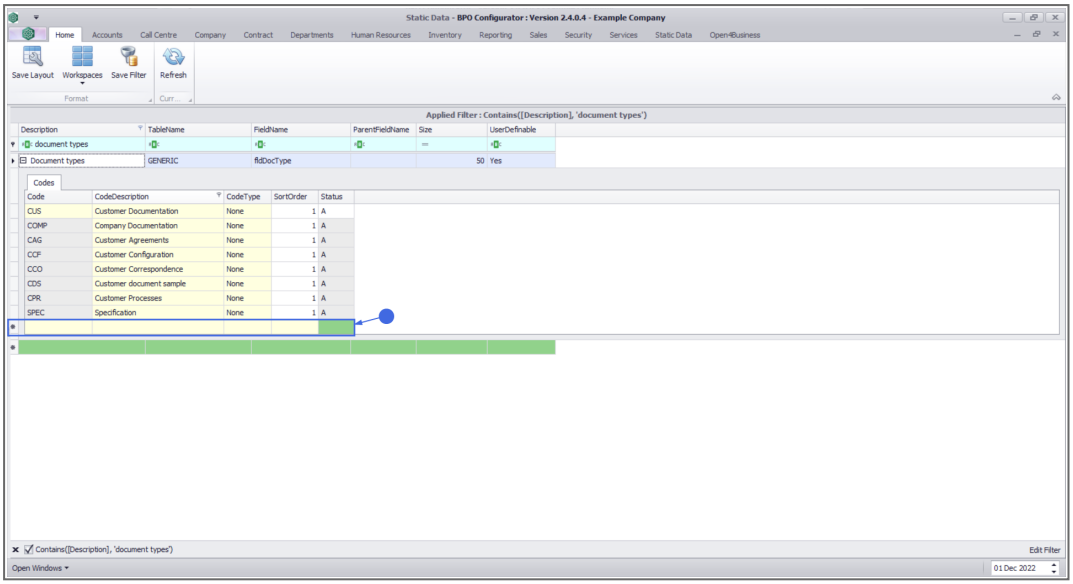
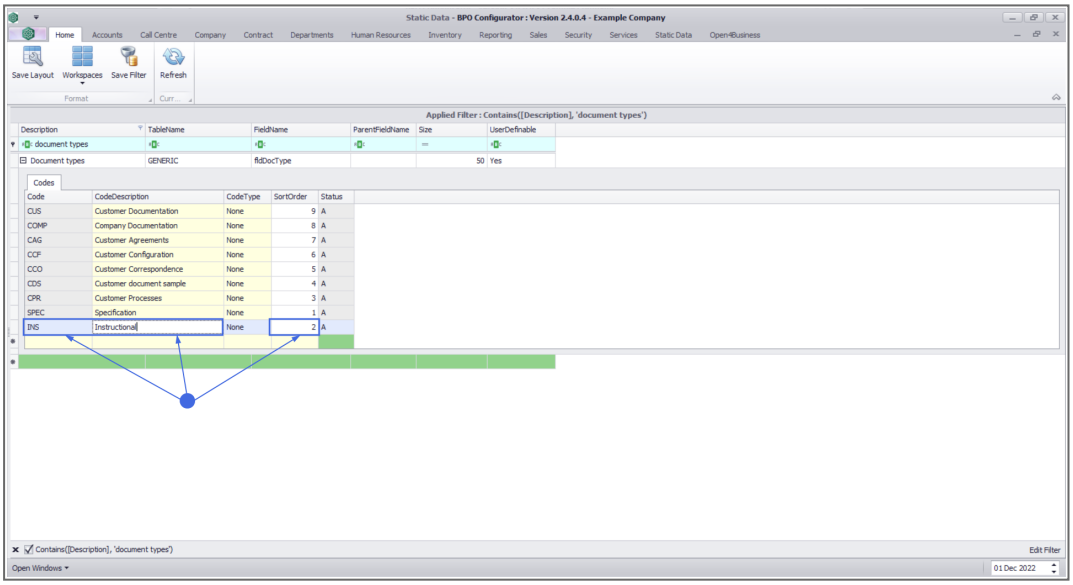



- Click in the new row and type in the ***Code*** and ***Code Description***.
- You can set the ***Sort Order*** if you want the list to display in a specific order.




- Click away (click anywhere outside the grid of codes) or press Enter until the cursor moves to a new line.



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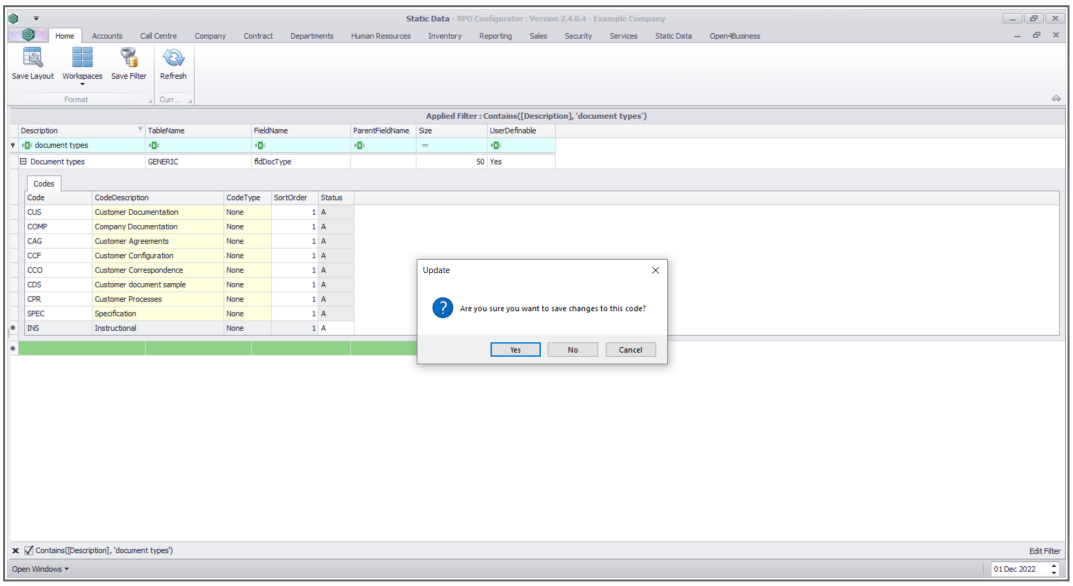
A message box will come up noting: ***Are you sure you want to save changes to this code?***

- Click on the ***Yes*** button.

The code is now saved.

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