

# STATIC DATA

## STATIC DATA - INSTRUCTION CLASS

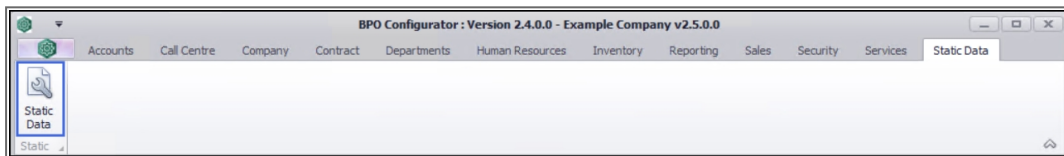
A New Instruction Class is set up in *Configurator* as *Static Data*.

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

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

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## STATIC DATA LISTING SCREEN

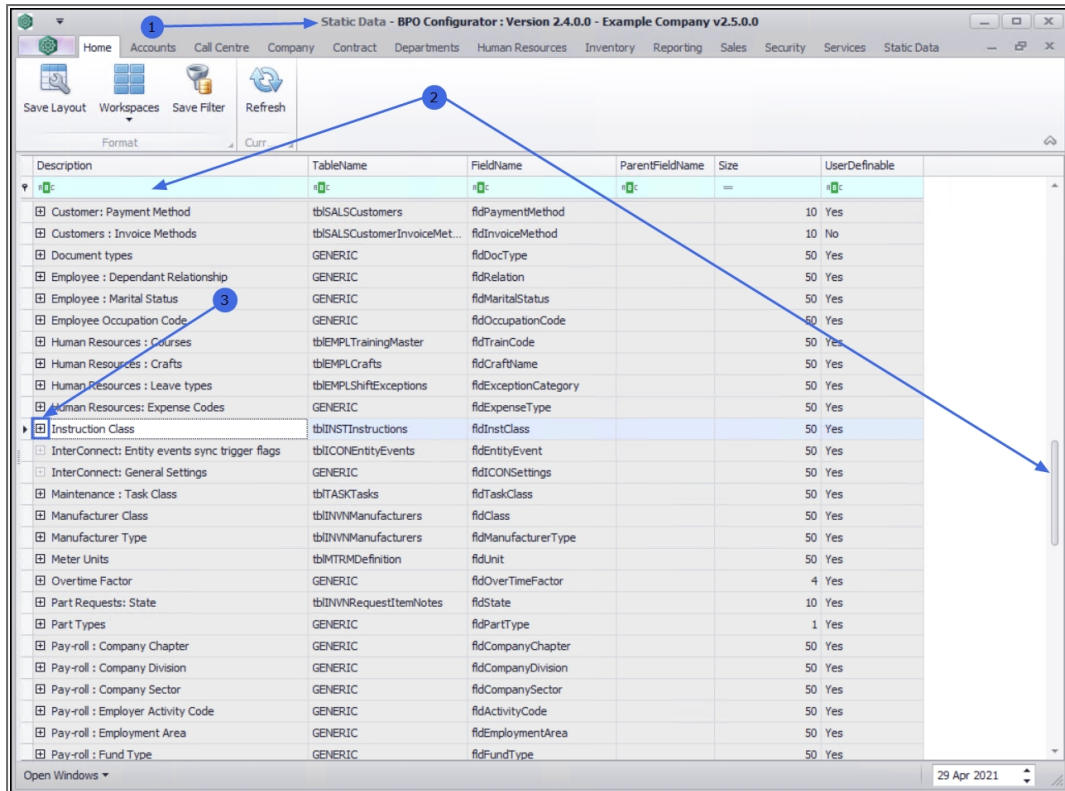
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1. The *Static Data* listing screen will be displayed.

## SELECT INSTRUCTION CLASS

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



- 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

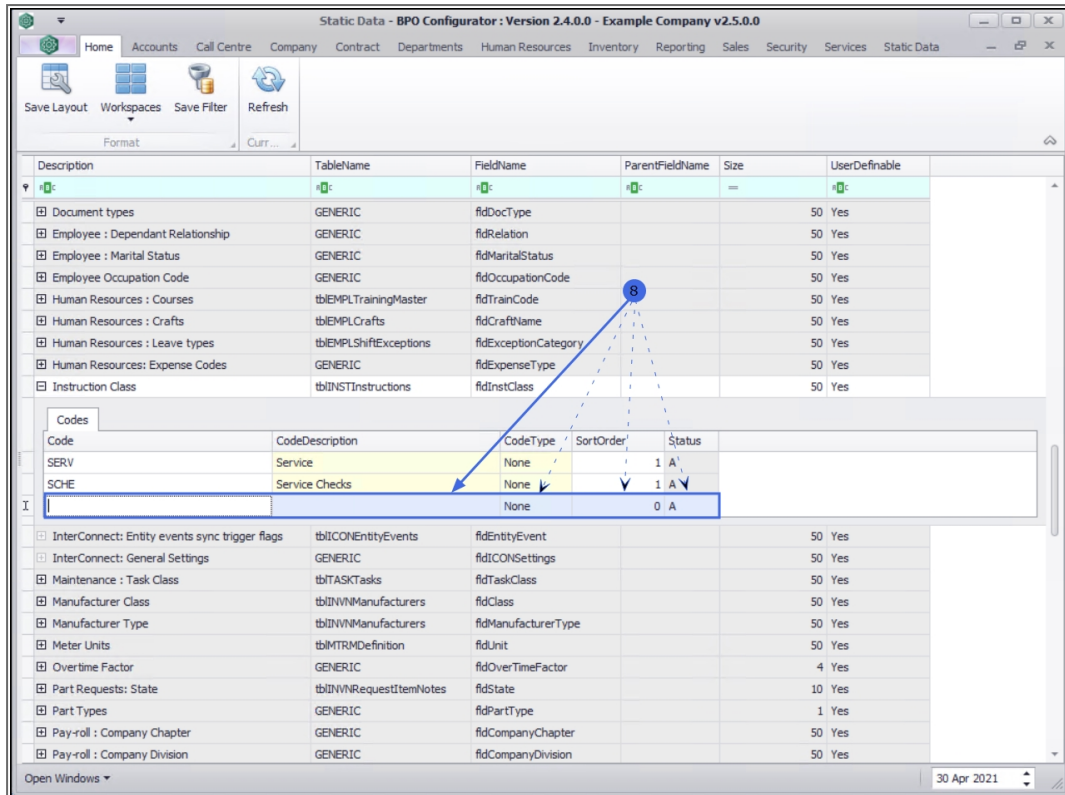
- Right click** anywhere in a **row** of the **Codes** data grid to display the **Process** menu.
- Click on **Add** - Add New Code

The screenshot displays the 'Static Data - BPO Configurator: Version 2.4.0.0 - Example Company v2.5.0.0' interface. The main data grid lists various tables and their fields. A secondary 'Codes' grid is shown below, with the following data:

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

The 'Process' menu is open, showing options: 'Add New Code' (highlighted with circle 6) and 'Delete Code' (highlighted with circle 7). Other elements highlighted include the 'ParentFieldName' column header (circle 4) and the 'Service Checks' row (circle 5).

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.



## 9. Entering the Class Code data

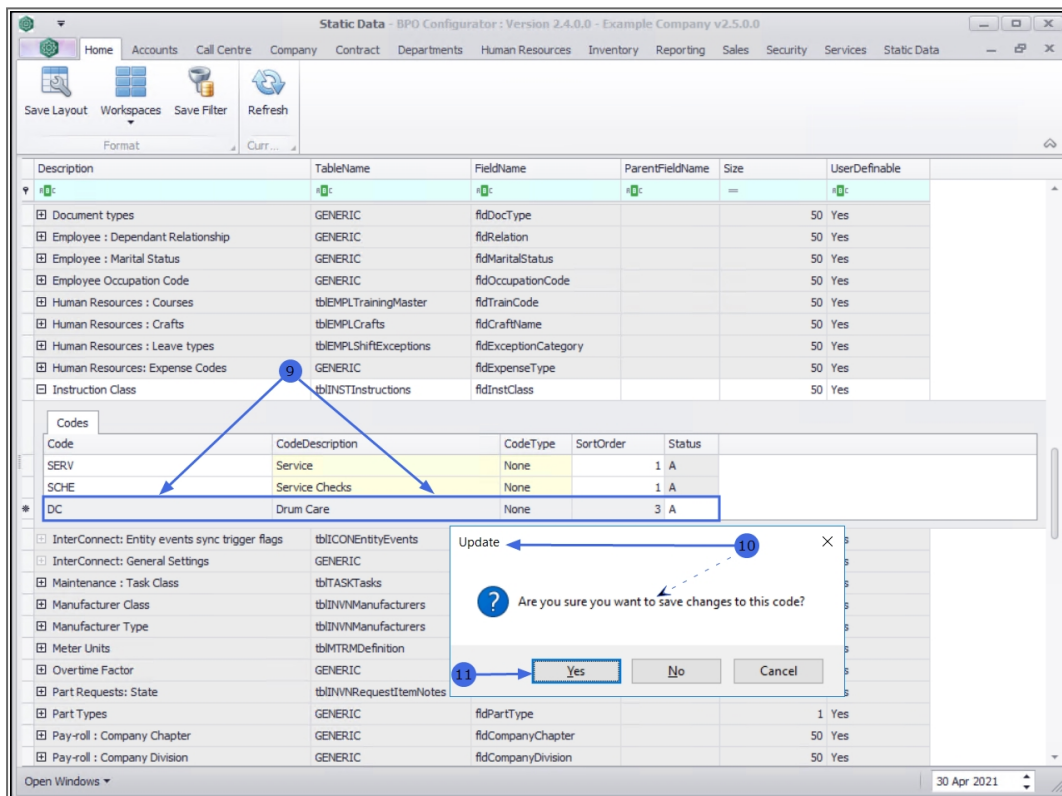
- **Code:** Click in the text box and type in a **code** specific for the new **instruction class**.
- **Code Description:** Click in the text box and type a **description** for the new **instruction class code**.
- **Code Type:** This field can remain as **None**.
- **Status:** This field will auto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

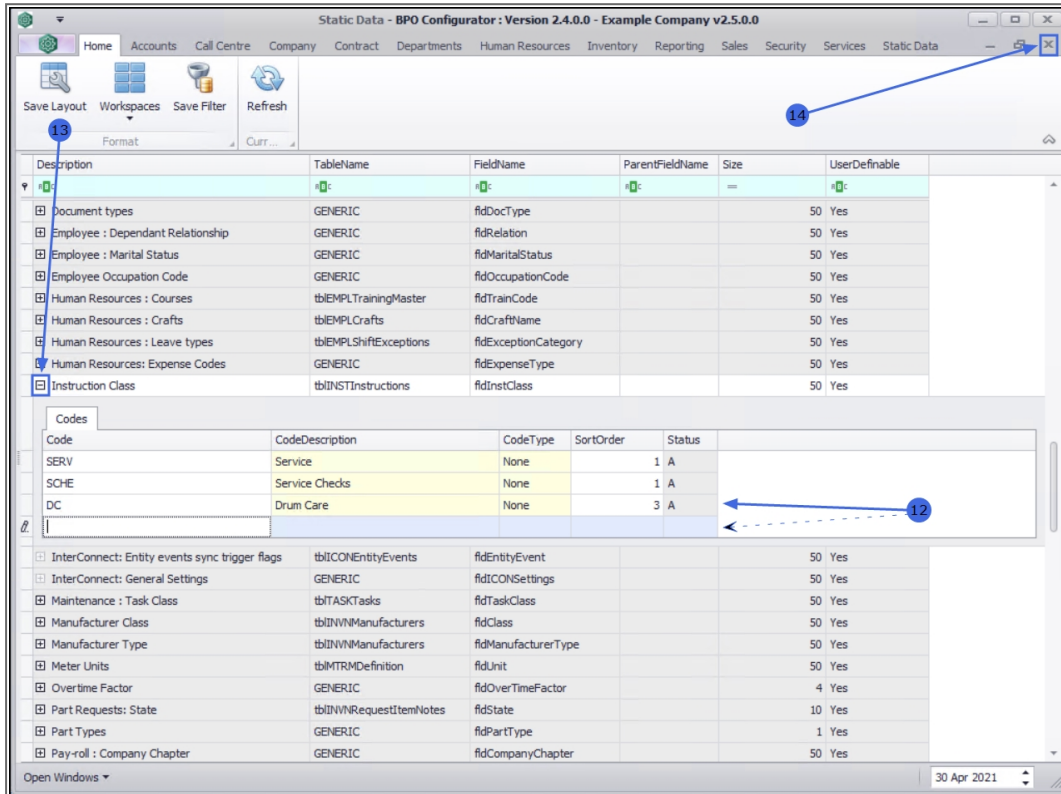
10. When you have finished adding the new instruction class code details, press **Enter**. The **Update** message box will display, requesting;

- 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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