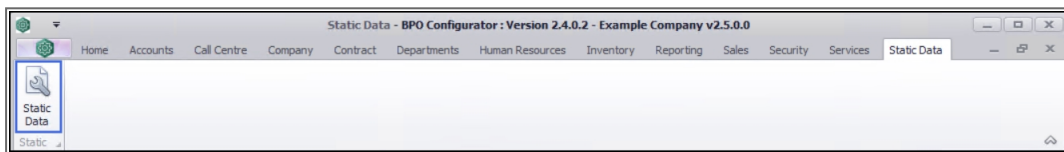# STATIC DATA

STATIC DATA – PROJECT METHODOLOGY CLASS

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

1. The *Static Data* listing screen will be displayed.
2. Use the *filter row* or *scroll down* the list until you find the *Project Methodology Class* row.
3. Click on the *expand* icon to display the Project Methodology Class *Codes* frame.
4. A list of the *project methodology class codes* currently on the system will be listed
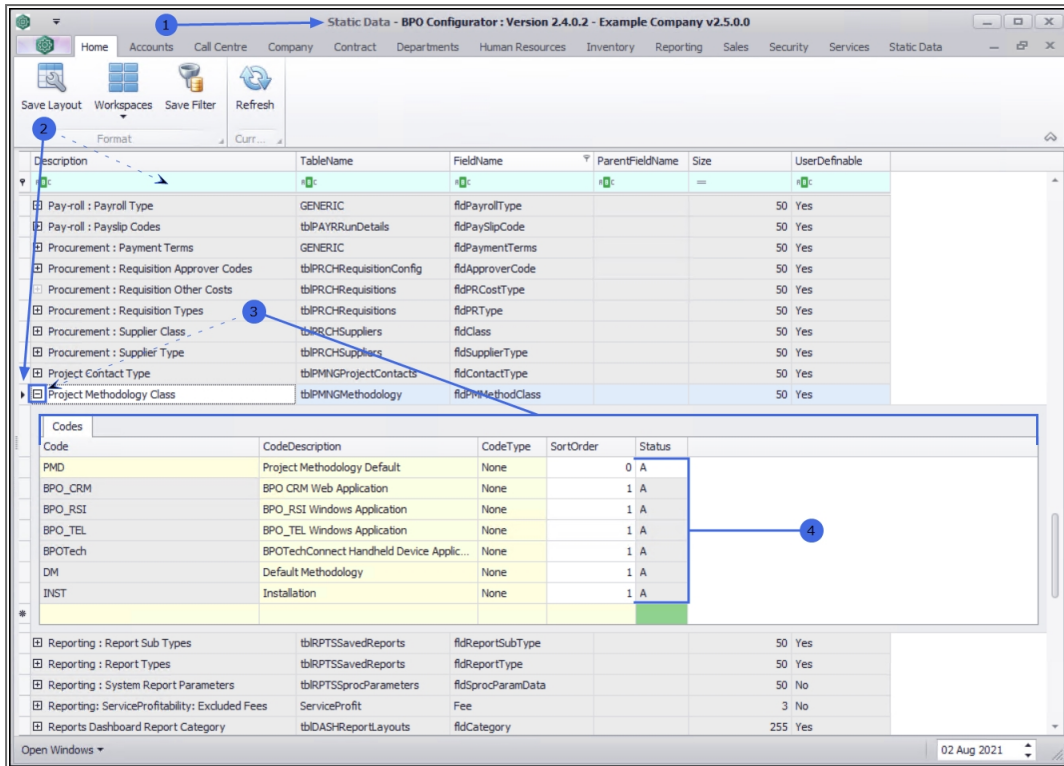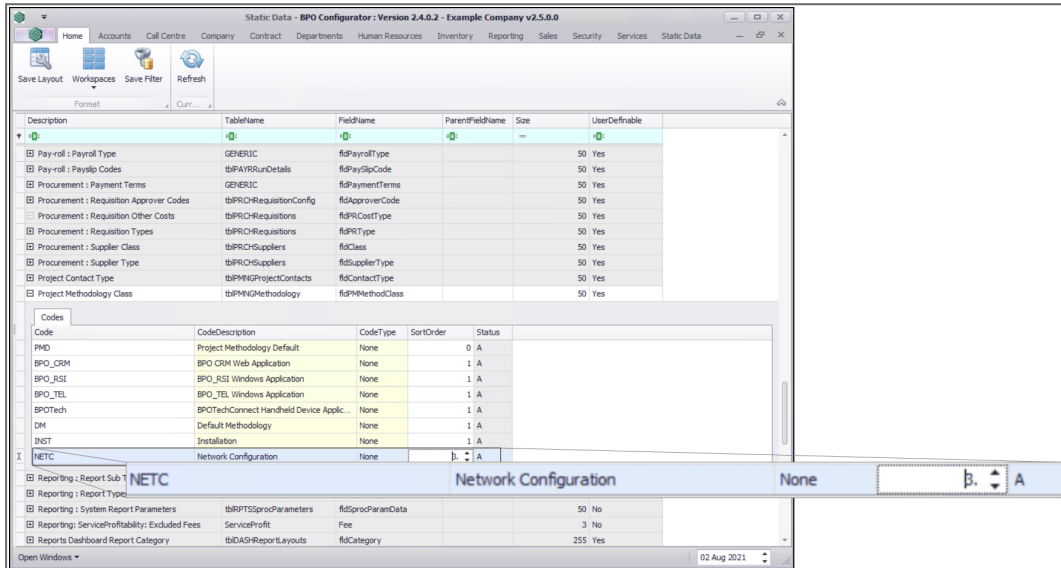
ADD PROJECT METHODOLOGY CLASS CODE

5. *Right click* anywhere in a *row* of the *Codes* data grid.

6. A *Process* menu will pop up.

7. Click on *Add* - Add New Code.
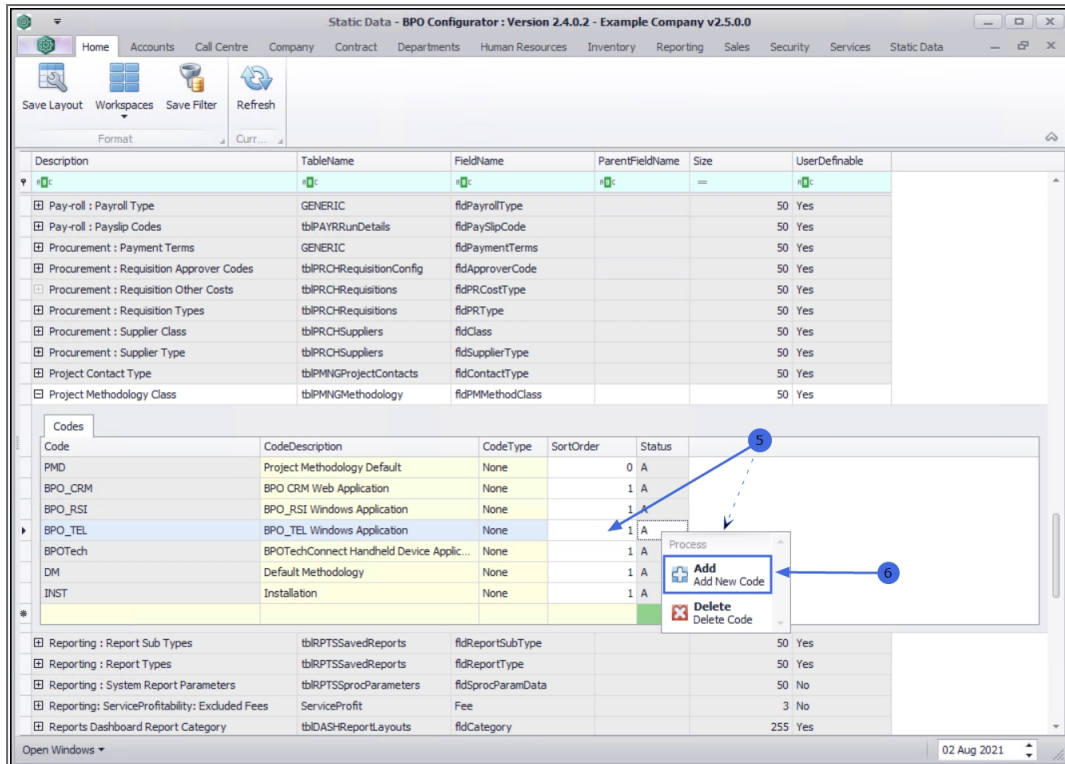
5. The *final row* in the *Codes* data grid will be *'activated'*.

- **Code:** Click in the text box and type the code specific for the new project methodology class.
- **Code Description:** Click in the text box and type a description for the project methodology class code.
- **Code Type:** This field will auto populate with *None* and can remain as is.
- **Status:** The status field will auto populate with *A* - Active.
- **Sort Order:** Click in the text box to either type in or use the arrow indicators to select the sort order for the project methodology class code.

Note: The *sort order* is the order in which this will appear in the project methodology class code drop-down list in BPO. If each project methodology class 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 *3*, then it will appear *3rd* in the drop-down list in BPO.

When you have finished adding the new project methodology class code details, press **Enter**.

6. You will receive the **Update** message requesting;

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

7. Click on **Yes** to proceed.
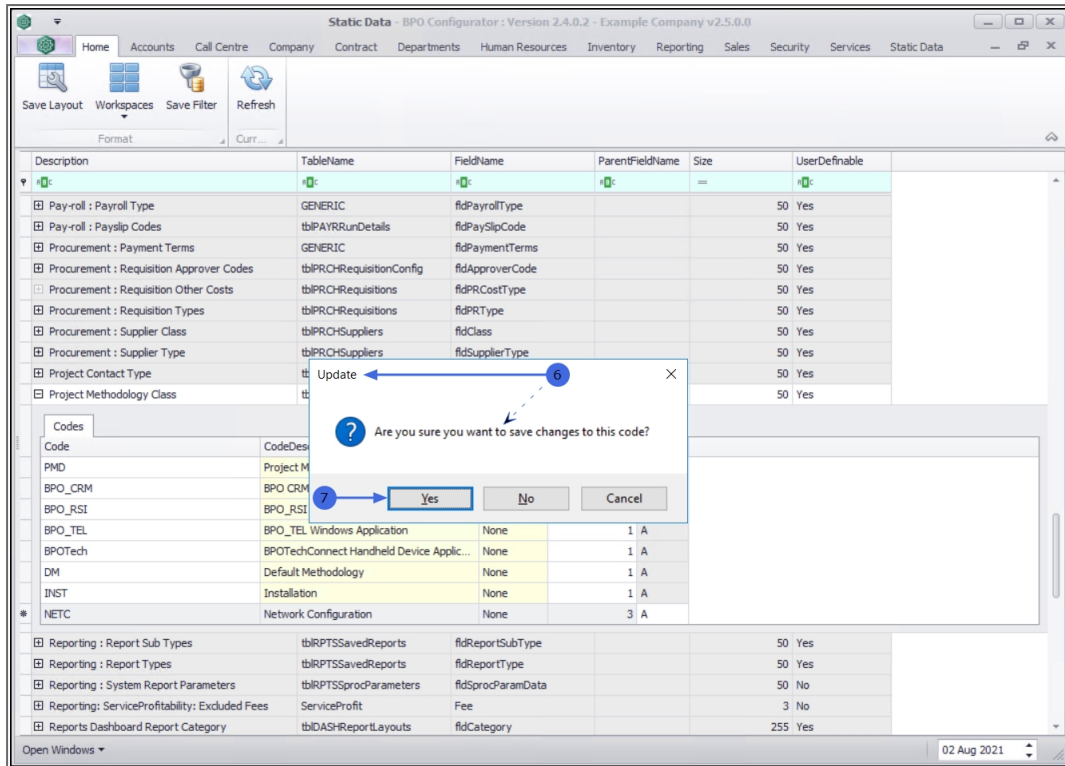
8. The new project methodology class code is **_saved_** and a **_new row_** will be added to the **_Codes_** data grid.

9. **_Collapse_** the Codes frame.

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