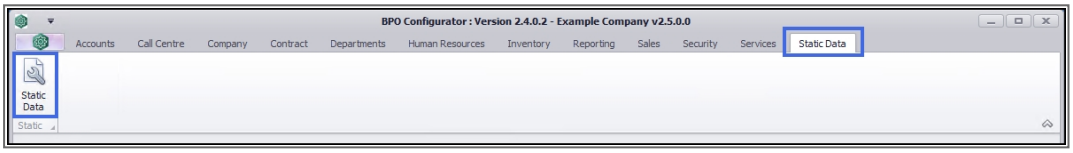
STATIC DATA

STATIC DATA – PART REQUESTS STATE

Follow the process to add or edit a part request State.

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



FIND THE PART REQUESTS: STATE ROW

1. The ***Static Data*** listing screen will be displayed.
2. Use the filter row or ***scroll down*** the list until you find
3. the ***Part Requests: State*** row.
4. Click on the ***expand*** icon in this row.

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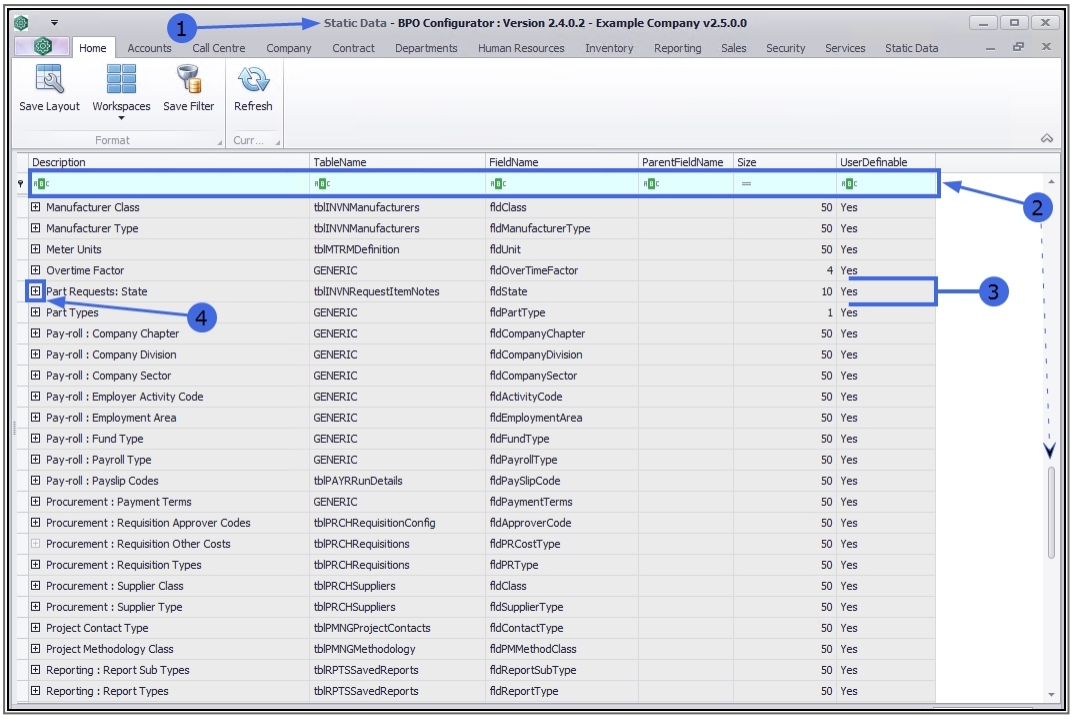

1. The Part Requests: State ***Codes*** frame will be expanded.
2. In this example, there are currently **6** codes set up on the system.
3. Only the ***Other 1*** and ***Other 2*** codes should be edited, as the pre-existing codes are used by BPO to show the user the State of the associated procurement process if a part requisition was raised against the part request.

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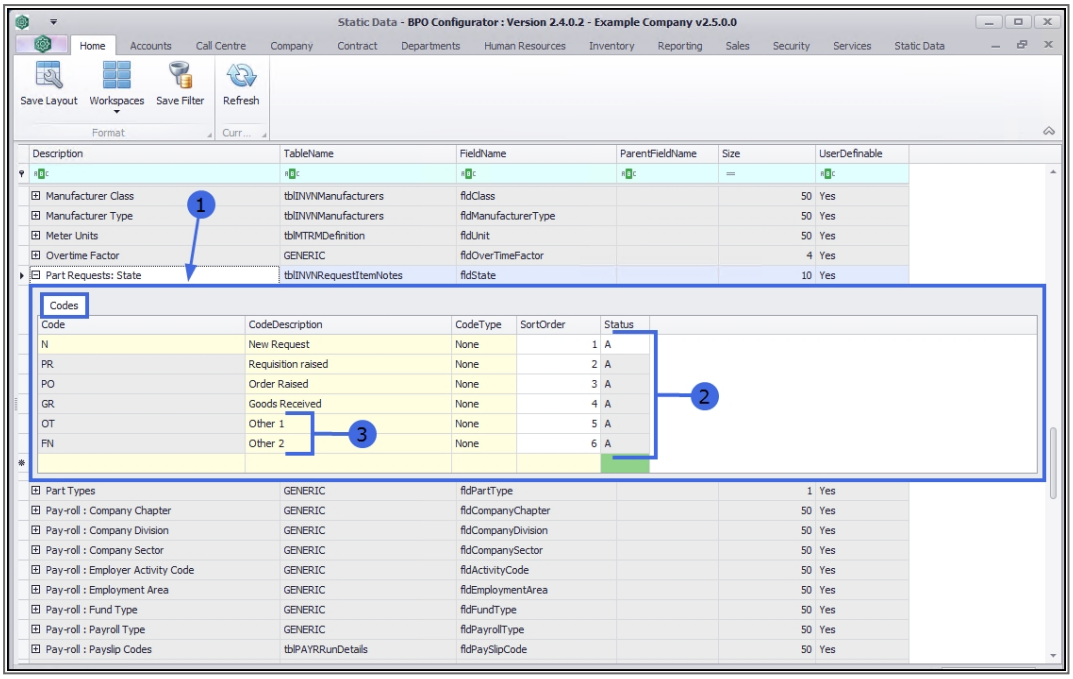

ADD A PART REQUEST STATE

If you wished to add a new part request state:

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

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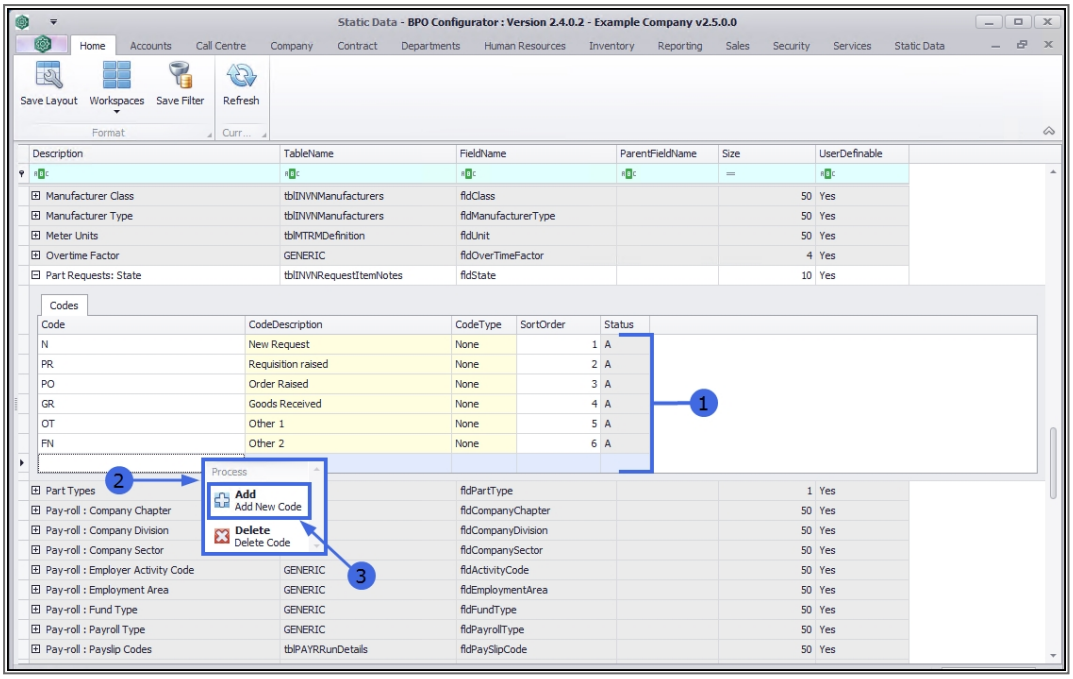

1. The ***final row*** in the Codes data grid will now be ***'activated'***.
2. The ***Code Type***, ***Sort Order*** and ***Status*** columns will auto populate.
3. **Code**: Click in this text box and type in a ***code*** specific for this new Part Request State.
4. **Code Description**: Click in this text box and type in a ***description*** for this new Part Request State code.

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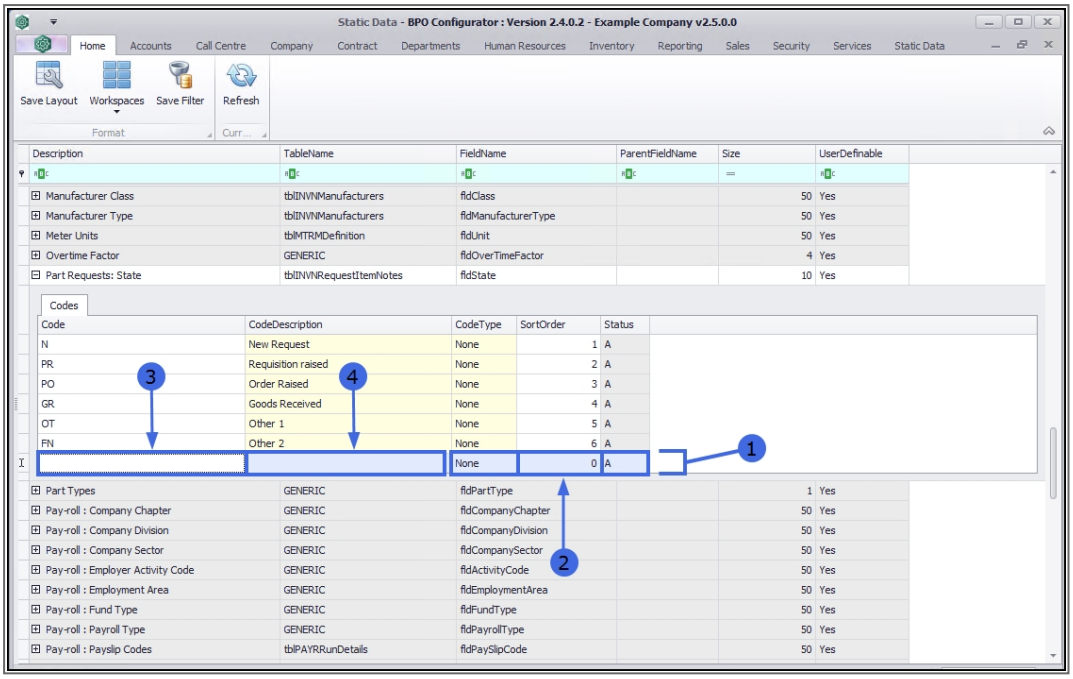

1. Once you have added a ***Code*** and ***Code Description***,
2. Type ***None*** into the ***Code Type*** text box.
3. ***Sort Order*** can remain as **0** or you can re-number it as explained below.
4. The Status can remain as **A**: Active

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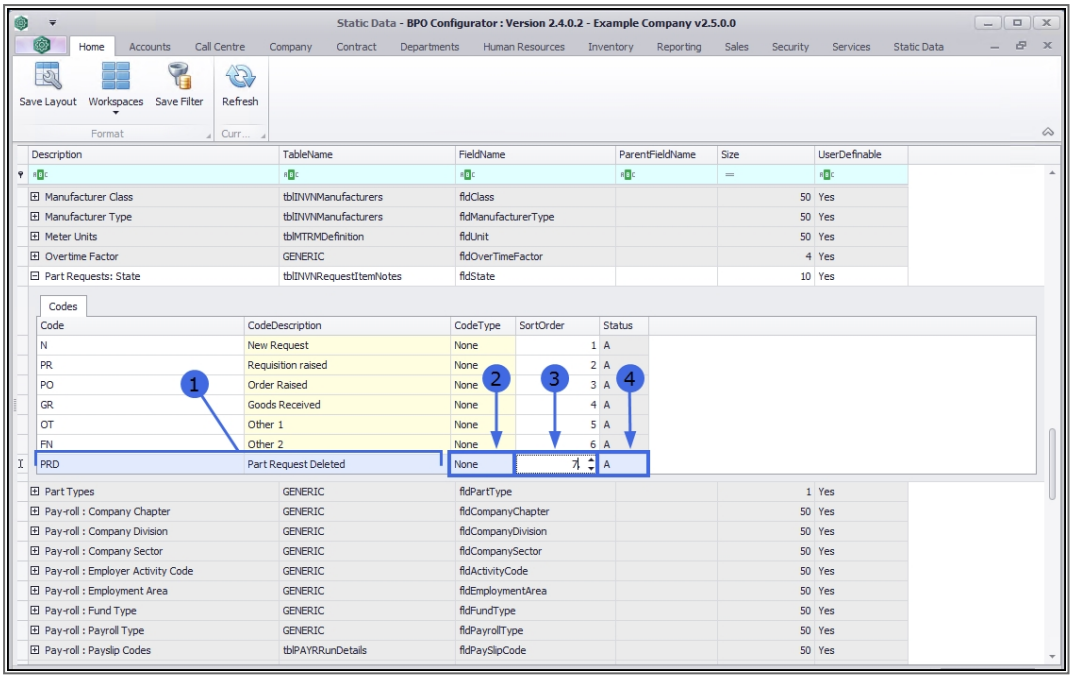

Note on Sort Order

The sort order is the order in which this new Part Request State will appear in the Requests State drop-down list in BPO2. If each Part Request State has the same number e.g. **1**, then the drop-down list will usually default to an alphabetical order in BPO2. If you wish the Part Request State to be listed in a certain order then number each one in the order that you wish to view them.

If you wish to ***change*** the Sort Order number:

i. Click in this text box and either ***type in*** the new number
ii. Or use the ***arrow indicators*** revealed, to select the sort order number for this new Part Request State.

SAVE A PART REQUEST STATE

When you have finished adding the new Part Request State details, either ***Tab*** along to the end of the row or press ***Enter*** on your keyboard or ***click***

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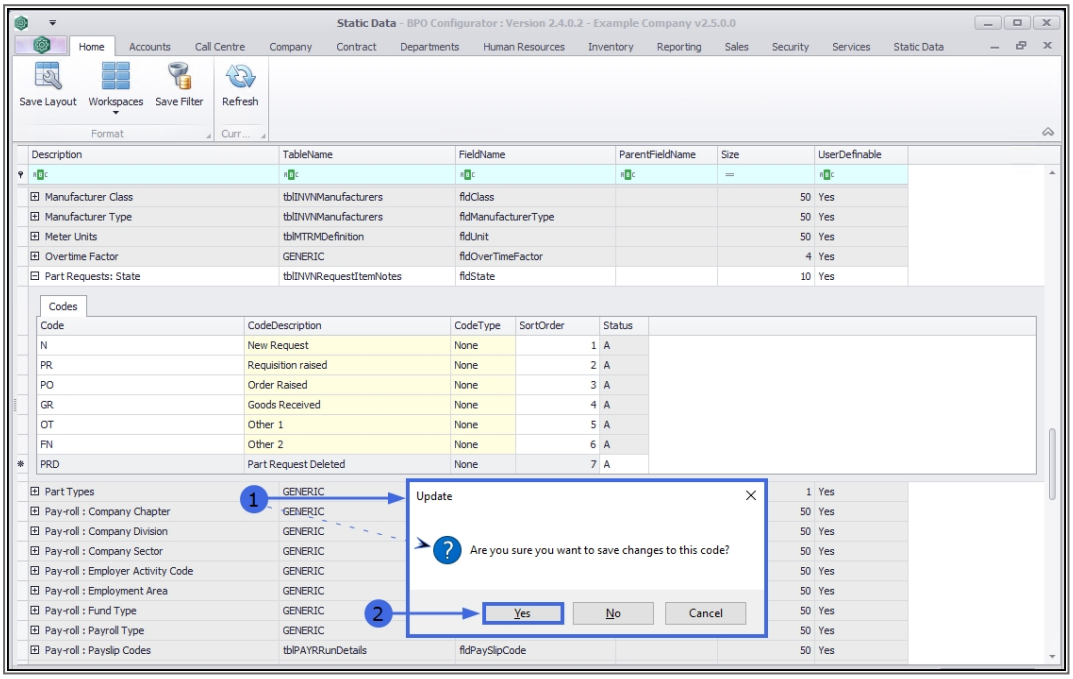
outside of the data grid.

1. An ***Update*** message box will appear with the following prompt:
    - ***Are you sure you want to save changes to this code?***
2. Click on ***Yes***.



1. The new Part Request State details will be ***saved***.
2. A ***new row*** will be added to the ***Codes*** data grid.

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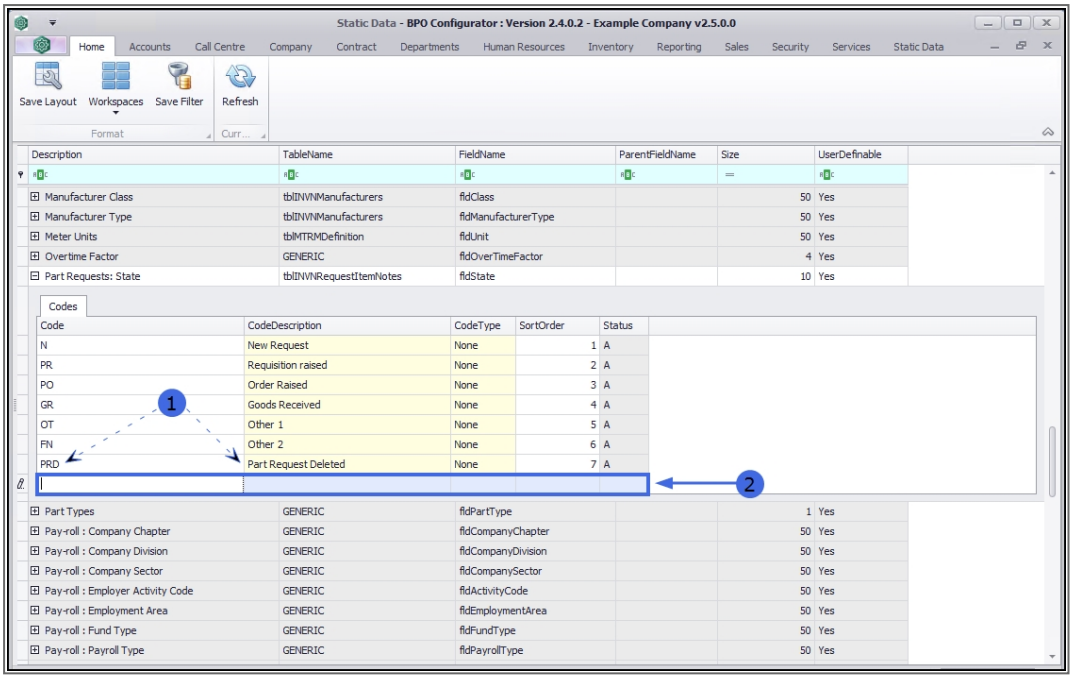

EDIT A PART REQUEST STATE

1. The following fields can be edited: ***Code Description***, ***Code Type*** and ***Sort Order***.
2. In the row of the Part Request State that you wish to edit, type in the changes, as required.

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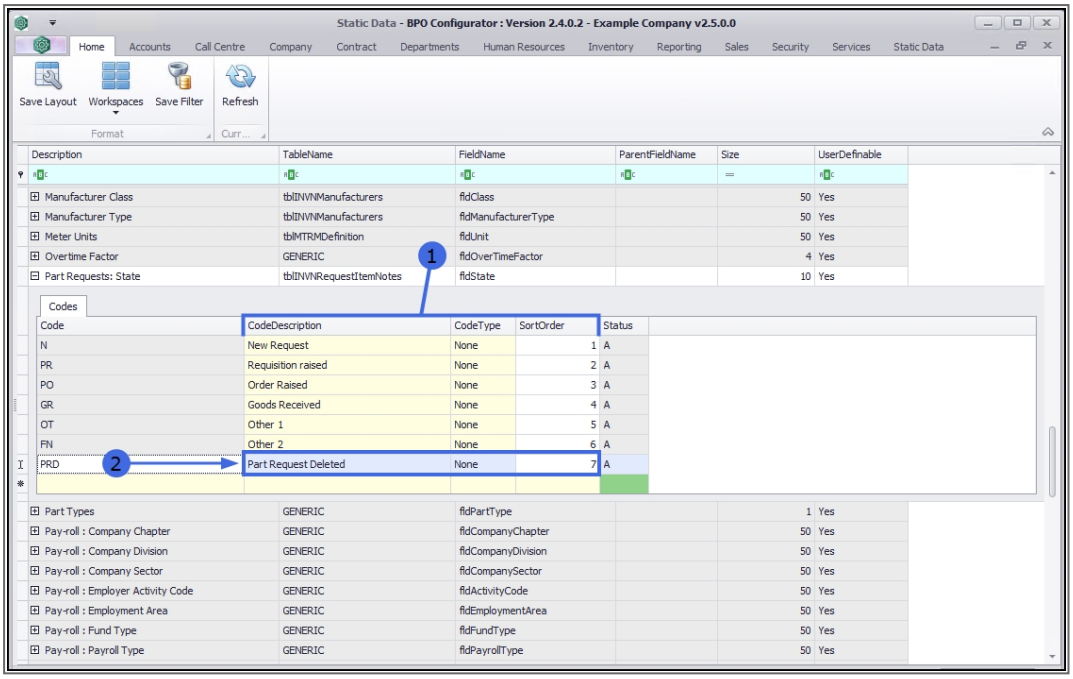
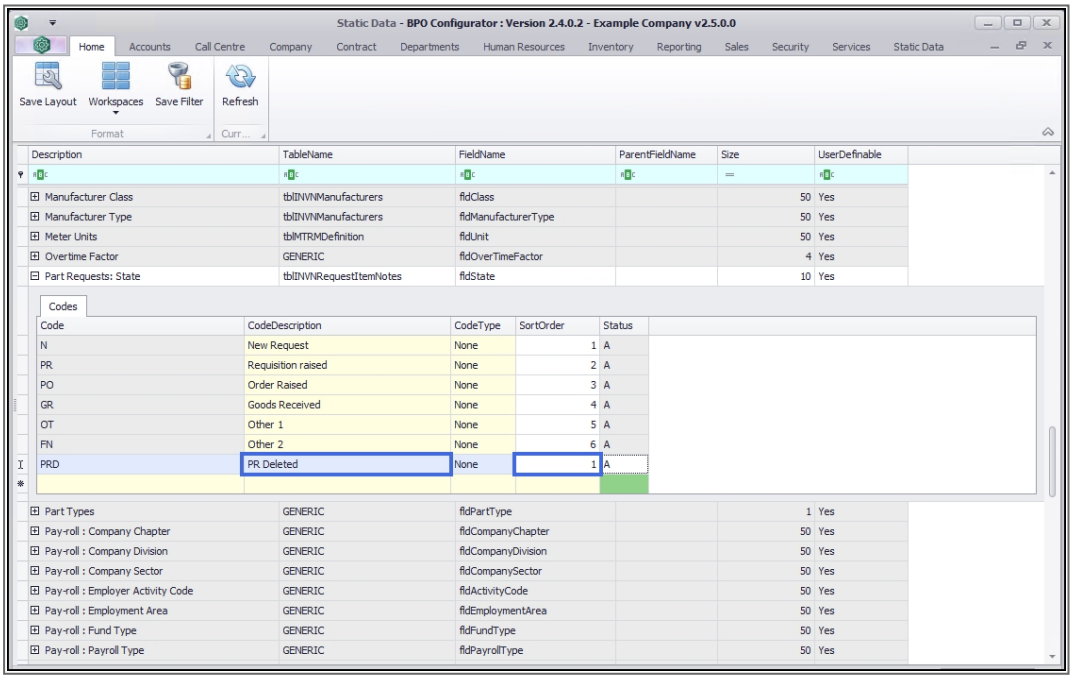


- In this example, the ***Code Description*** has been shortened and the ***Sort Order*** has been changed to **1**.
- Either ***Tab*** along to the end of the row or press ***Enter*** on your key-board or ***click outside*** of the data grid.



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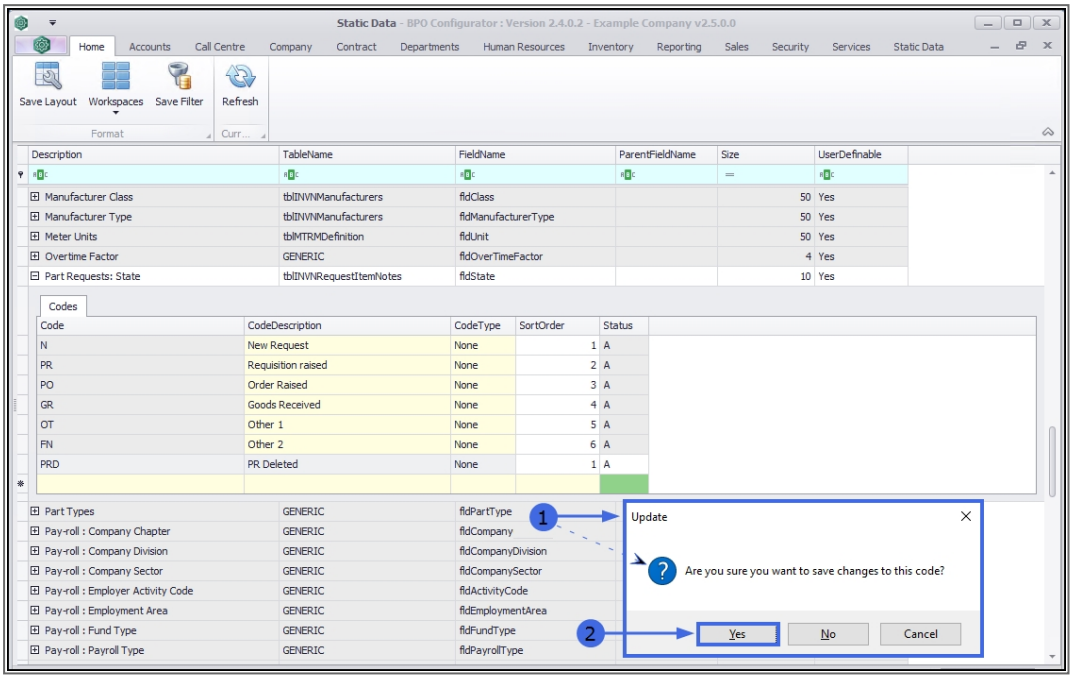
1. An ***Update*** message box will appear with the following prompt:
    - ***Are you sure you want to save changes to this code?***
2. Click on ***Yes***.



The edited details will be saved.

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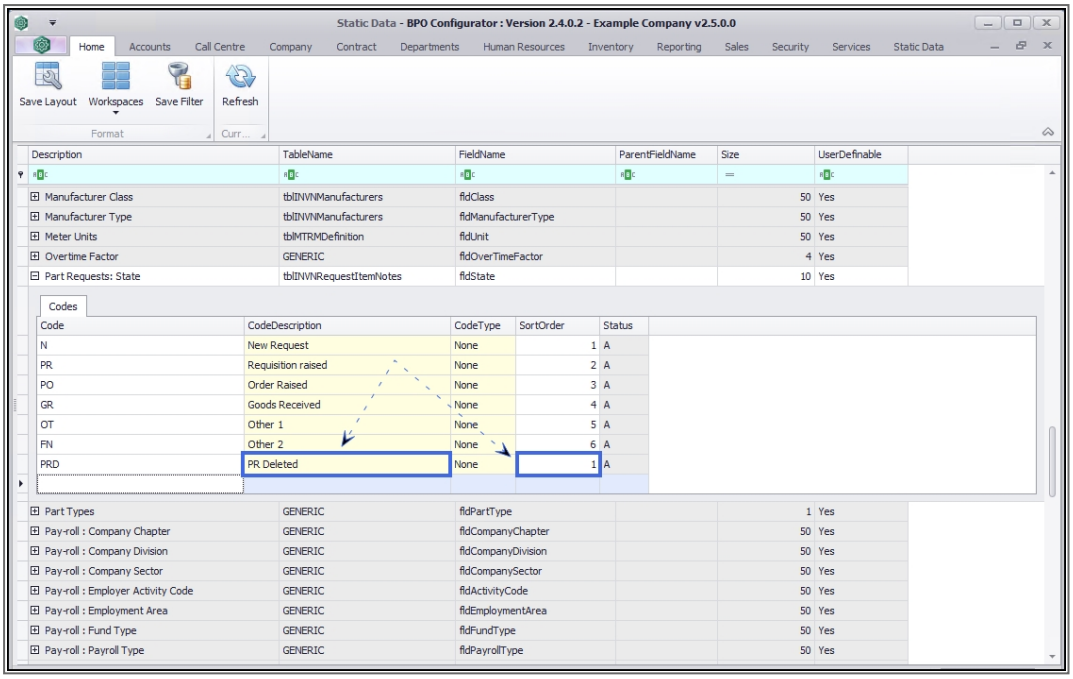

DELETE A PART REQUEST STATE

You may wish to ***delete*** a Part Request State that is no longer applicable.

1. **Select** and **right click** in the row of the Part Request State that you wish to delete.
2. The ***Process*** menu will pop up.
3. Click on ***Delete***: Delete Code.

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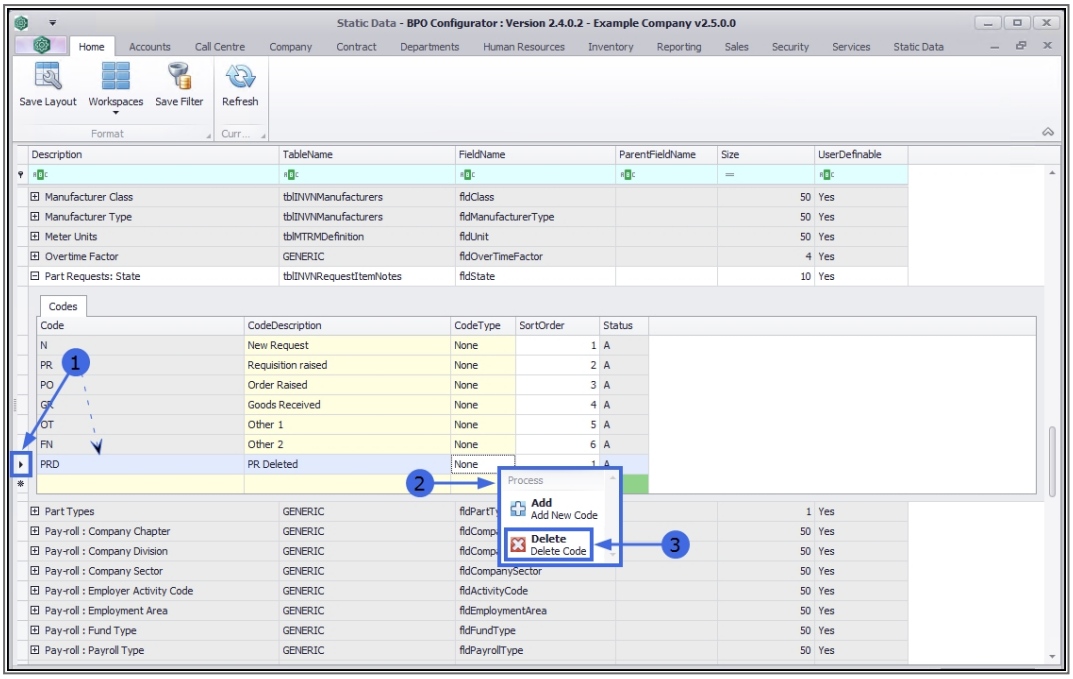
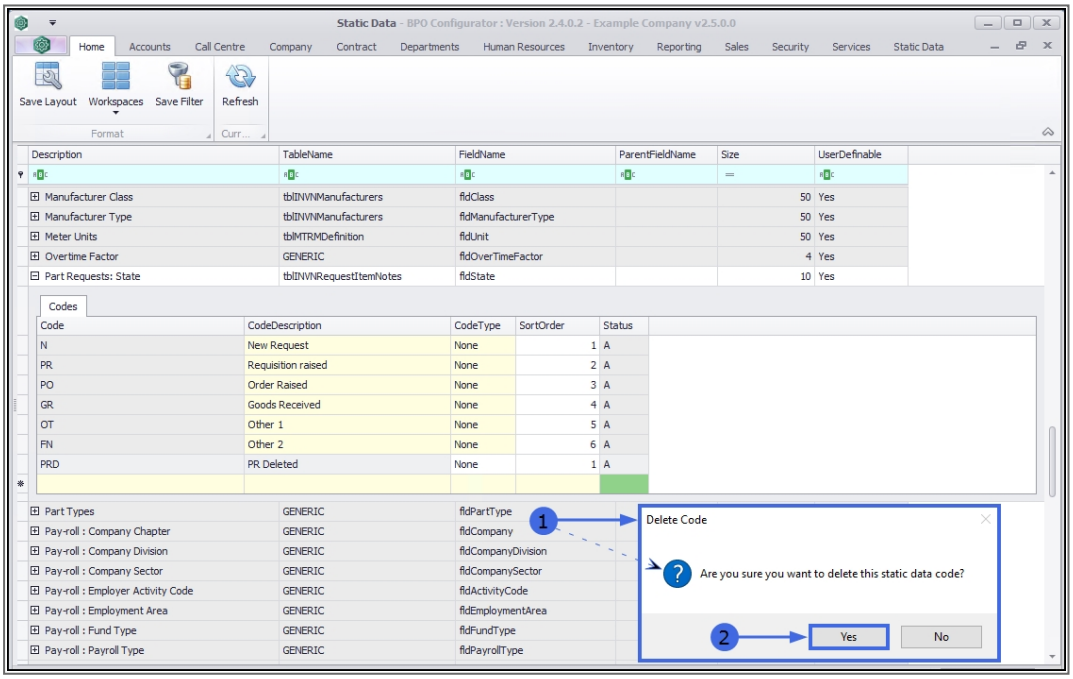


1. A **Delete Code** message box will pop up asking;
    - ***Are you sure you want to delete this static data code?***
2. Click on ***Yes***.



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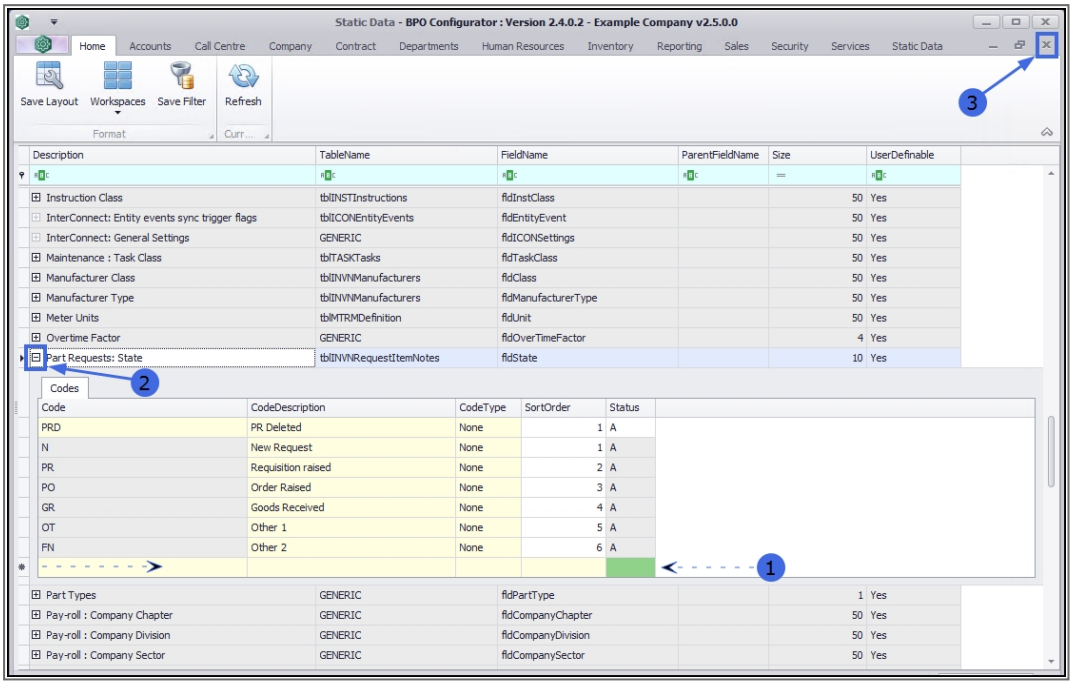
1. The selected Part Request State will be ***removed*** from the data grid.
2. When you have finished deleting Codes, ***collapse*** the data grid and
3. ***Close*** the screen.



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