

We are currently updating our site; thank you for your patience.

## **STATIC DATA**

## STATIC DATA - EMPLOYEE: MARITAL STATUS

Ribbon Access: Configurator > Static Data> Static Data

	Ŧ				BPO Con	figurator : Version 1.0	).0.11 - Examp	le Company				_		$\times$
	Accounts	Call Centre	Company	Contract	Departments	Human Resources	Inventory	Reporting	Sales	Scheduling	Security	Services	Static Data	
S														
Static Data														
St 4														
Open Wi	indows 🔻											26 /	Apr 2018	<b>‡</b> //.

- The Static Data listing screen will be displayed.
- Use the **filter row** or **scroll down** the list until you find the **Employee: Marital Status** row.
- Click on the **expand** icon in this row.



· ·	Static Data - BPO Configu	rator : Version 1.0.0.11 -	Example	Company			_	$\times$
Home Accounts Call Centre Company	Contract Departments Human R	Resources Inventory	Reporting	g Sales Schedul	ing Security	Services	Static Data	 5
ave Layout Workspaces Save Filter Refresh								
Format _ Cur								
Description	TableName	FieldName	Size	UserDefinable				
7								
Customer: Payment Method	tblSALSCustomers	fldPaymentMethod	10	Yes				
	tblSALSCustomerInvoiceMethod	fldInvoiceMethod	10	No				
Document types	GENERIC	fldDocType	50	Yes				
Employee : Account Type	GENERIC	fldAccountType	50	Yes				
Employee : Bank Name	GENERIC	fldBankName	50	Yes				
Employee : Dependant Relationship	GENERIC	fldRelation	50	Yes				
Employee : Marital Status	GENERIC	fldMaritalStatus	50	Yes				
Employee Occupation Code	GENERIC	fldOccupationCode	50	Yes				
Human Resources : Courses	tblEMPLTrainingMaster	fldTrainCode	50	Yes				
⊞ Human Resources : Crafts	tblEMPLCrafts	fldCraftName	50	Yes				
⊞ Human Resources : Leave types	tblEMPLShiftExceptions	fldExceptionCategory	50	Yes				
Human Resources: Expense Codes	GENERIC	fldExpenseType	50	Yes				
Instruction Class	tblINSTInstructions	fldInstClass	50	Yes				
Maintenance : Task Class	tbITASKTasks	fldTaskClass	50	Yes				
Manufacturer Class	tblINVNManufacturers	fldClass	50	Yes				
⊞ Manufacturer Type	tblINVNManufacturers	fldManufacturerType	50	Yes				
Meter Units	tblMTRMDefinition	fldUnit	50	Yes				
Overtime Factor	GENERIC	fldOverTimeFactor	4	Yes				
Part Requests: State	tblINVNRequestItemNotes	fldState	10	Yes				
Part Types	GENERIC	fldPartType	1	Yes				
Pay-roll : Company Chapter	GENERIC	fldCompanyChapter	50	Yes				
Pay-roll : Company Division	GENERIC	fldCompanyDivision	50	Yes				
Pay-roll : Company Sector	GENERIC	fldCompanySector	50	Yes				
Pay-roll : Employer Activity Code	GENERIC	fldActivityCode	50	Yes				
Pay-roll : Employment Area	GENERIC	fldEmploymentArea	50	Yes				
Pay-roll : Fund Type	GENERIC	fldFundType	50	Yes				
Pay-roll : Payroll Type	GENERIC	fldPayrollType	50	Yes				

- The Employee: Marital Status **Codes** frame will be expanded.
- Here you can view a list of **employee marital status types** currently on the system.



· ·			Static Data - BP	O Configura	tor : Version 1.0	.0.11 - Exampl	e Company			_		
Home A	ccounts Call Centre (	Company Contract	Departments	Human Re	sources Inven	tory Reportin	ng Sales S	Cheduling Secur	ty Services	Static Data	-	Ð
ave Layout Work	•	tefresh										
Description	at 🛛 🖉 C	Table	ame		FieldName	Size	UserDefinab	le				_
E Customer: Pay	ment Method	tblSAL	SCustomers		fldPaymentMeth	od 10	) Yes					
E Customers : Ir	nvoice Methods	tbISAL	SCustomerInvoic	eMethod	fldInvoiceMetho	d 10	) No					
Document typ	es	GENER	IC		fldDocType	50	) Yes					
Employee : Ac	count Type	GENER	IC		fldAccountType	50	) Yes					
Employee : Ba	nk Name	GENER	IC		fldBankName	50	) Yes					
🗄 Employee : De	pendant Relationship	GENER	IC		fldRelation	50	) Yes					
🗄 Employee : Ma	rital Status	GENER	IC		fldMaritalStatus	50	) Yes					
Codes												
۹ Code	CodeDescription	CodeType	Status	SortOrde	r							
۲												
DIVORCE	Divorced	None	A		1							
MARRIED	Married	None	A		1							
SINGLE	Single	None	A		1							
*												
E Employee Occ	upation Code	GENER	IC		fldOccupationCo	de 50	) Yes					
Human Resour	ces : Courses	tblemp	LTrainingMaster		fldTrainCode	50	) Yes					
🗄 Human Resour	rces : Crafts	tblemp	LCrafts		fldCraftName	50	) Yes					
Human Resour	rces : Leave types	tblemp	LShiftExceptions		fldExceptionCat	egory 50	) Yes					
Human Resource	ces: Expense Codes	GENER	IC		fldExpenseType	50	) Yes					
Instruction Cla	ISS	tblINS	Instructions		fldInstClass	50	) Yes					
	Task Class	tbITAS	KTasks		fldTaskClass	50	) Yes					
Manufacturer	Class	tblINV	Manufacturers		fldClass		) Yes					
Manufacturer	Туре		Manufacturers		fldManufacturer	Type 50	) Yes					
Meter Units			MDefinition		fldUnit		) Yes					
Overtime Fact		GENER			fldOverTimeFact		4 Yes					
	Chaba	tblINV	RequestItemNo	tes	fldState	10	) Yes					
<ul> <li>Part Requests</li> <li>Part Types</li> </ul>	: State	GENER			fldPartType		1 Yes					

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



	Ŧ		Stat	ic Data - BPC	Configur	ator : Versi	on 1.0.0.11 -	Example	e Company			-		>
9	Home Acco	ounts Call Centre Co	mpany Contract D	epartments	Human Re	esources	Inventory	Reportin	g Sales Sched	luling Security	Services	Static Data	-	₽
2			3											
ave La	yout Worksp	aces Save Filter Ref	resh											
	Format	4 Cur.												
Decc	ription	∡   cur.	TableName			FieldNam		Size	UserDefinable					
Desc	приоп		Tablevant			T ICIUNAITI	-	JIZE	USEIDEIIIIdDie					
E O	ustomer: Payme	ent Method	tblSALSCu	stomers		fidPayme	ntMethod	10	Yes					
	ustomers : Invo			stomerInvoice	Method	fldInvoice			No					
± D	ocument types		GENERIC			fldDocTyp	)e	50	Yes					
🕀 Er	nployee : Accor	unt Type	GENERIC			fldAccour	ntType	50	Yes					
🗄 Er	nployee : Bank	Name	GENERIC			fldBankNa	ame	50	Yes					
🗄 Er	nployee : Depe	ndant Relationship	GENERIC			fldRelatio	n	50	Yes					
🗆 Er	mployee : Marit	al Status	GENERIC			fldMarital	Status	50	Yes					
	Codes													
	۹ Code	CodeDescription	CodeType	Status	SortOrd	ler								
	٩													
	DIVORCE	Divorced	None	Α		1								
	MARRIED	Married	None	A		1								
	SINGLE	Single	None	A		1								
	*				Process		^							
🕀 Er	nployee Occupa	ation Code	GENERIC			l New Code	lode	50	Yes					
⊞ H	uman Resource	s : Courses	tblEMPLTra	ainingMaster	<u> </u>			50	Yes					
	uman Resource		tblEMPLCra		Dele	te Code	-	50	Yes					
		s : Leave types		ftExceptions			oncategory		Yes					
		s: Expense Codes	GENERIC			fldExpens			Yes					
	struction Class		tblINSTIns			fldInstCla			Yes					
	aintenance : Ta		tblTASKTa	21122		fldTaskCl	ass		Yes					
ΗM	anufacturer Cla			nufacturers		fldClass			Yes					
	anufacturer Ty	pe		nufacturers			acturerType		Yes					
			tbIMTRMD	ennition		fldUnit	meFactor		Yes					
ΞM	eter Units						meractor	4	Yes					
± M ± 0	eter Units vertime Factor art Requests: S	tata	GENERIC	guestItemNot		fldState		10	Yes					

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



	Ŧ		Stat	c Data - BPO	Configurato	r : Version 1.0.0.11 ·	Example	e Company			_		$\times$
	Home Acco	ounts Call Centre Comp	any Contract D	epartments	Human Reso	urces Inventory	Reporting	g Sales Scho	eduling Securit	y Services	Static Data	-	8
Save L	ayout Worksp	Daces Save Filter Refres	≱ sh										
	Format	∠ Cur	4										
Desc	ription		TableName		F	ieldName	Size	UserDefinable					
P													
± c	ustomer: Paym	ent Method	tblSALSCu	tomers	fi	dPaymentMethod	10	Yes					
± c	ustomers : Invo	pice Methods	tblSALSCu	tomerInvoice	Method fl	dInvoiceMethod	10	No					
± D	ocument types		GENERIC		fl	dDocType	50	Yes					
ΞE	mployee : Acco	unt Type	GENERIC		fi	dAccountType	50	Yes					
	mployee : Bank		GENERIC			dBankName	50	Yes					
		ndant Relationship	GENERIC			dRelation	50	Yes					
• 🗆 E	mployee : Marit	al Status	GENERIC		fl	dMaritalStatus	50	Yes					
	Codes												
	۹. Code	CodeDescription	CodeType	Status	SortOrder								
	۴												
	DIVORCE	Divorced	None	A		1							
	MARRIED	Married	None	A		1							
	SINGLE	Single	None	A		1							
	I		None	A		0							
ΞE	mployee Occup	ation Code	GENERIC		fl	dOccupationCode	50	Yes					
±Η	uman Resource	s : Courses	tblEMPLTra	iningMaster	fi	dTrainCode	50	Yes					
±Η	uman Resource	s : Crafts	tblEMPLCra	ifts	fi	dCraftName	50	Yes					
± H	uman Resource	s : Leave types	tblEMPLShi	ftExceptions	fi	dExceptionCategory	50	Yes					
±Η	uman Resource	s: Expense Codes	GENERIC		fi	dExpenseType	50	Yes					
± Ir	nstruction Class		tblINSTIns	tructions	fl	dInstClass	50	Yes					
±Μ	aintenance : Ta	ask Class	tbITASKTa	iks	fl	dTaskClass	50	Yes					
ΞM	anufacturer Cla	ass	tblINVNMa	nufacturers	fl	dClass	50	Yes					
±Μ	anufacturer Ty	pe	tblINVNMa	nufacturers	fi	dManufacturerType	50	Yes					
	eter Units		tbIMTRMDe	finition		dUnit		Yes					
E C	vertime Factor		GENERIC		fl	dOverTimeFactor	4	Yes					
	art Requests: S	itate	tblINVNRe	questItemNote	es fi	dState	10	Yes					
±Ρ													

- **Code:** Click in this text box and type in a **code** specific for this new marital status.
- Code Description: Click in this text box and type in a description for this new marital status code.



	Ŧ		Stat	ic Data - BPC	) Configurat	or : Version 1.0.0.11	- Example	e Company						$\times$
9	Home Acco	ounts Call Centre Comp	oany Contract [	)epartments	Human Res	ources Inventory	Reportin	ig Sales	Scheduling	Security	Services	Static Data	-	8
2		8												
Save Lay	yout Worksp	aces Save Filter Refre	sh											
	Format	Cur												
Descri	iption		TableName	2	1	FieldName	Size	UserDefinat	le					_
7														
E Cus	stomer: Paym	ent Method	tblSALSCu	stomers	1	fdPaymentMethod	10	Yes						
E Cus	stomers : Invo	pice Methods	tblSALSCu	stomerInvoice	Method 1	fdInvoiceMethod	10	No						
E Doo	cument types		GENERIC		t	fldDocType	50	Yes						
🕀 Emp	ployee : Acco	unt Type	GENERIC		1	fldAccountType	50	Yes						
🗄 Emp	ployee : Bank	Name	GENERIC		t	fldBankName	50	Yes						
🕀 Emp	ployee : Depe	ndant Relationship	GENERIC		1	fldRelation	50	Yes						
E Emp	ployee : Marit	al Status	GENERIC		1	fldMaritalStatus	50	Yes						
	Codes													
٩	Code	CodeDescription	CodeType	Status	SortOrder									
٩	·													
	DIVORCE	Divorced	None	A		1								
	MARRIED	Married	None	A		1								
	SINGLE	Single	None	A		1								
I			None	A		0								
E Emp	ployee Occup	ation Code	GENERIC		1	fldOccupationCode	50	Yes						
🕀 Hur	man Resource	s : Courses	tblEMPLTra	ainingMaster	1	fldTrainCode	50	Yes						
🗄 Hur	man Resource	s : Crafts	tblEMPLCr	afts	t	fldCraftName	50	Yes						
🗄 Hur	man Resource	s : Leave types	tblEMPLSh	ftExceptions	1	RdExceptionCategory	50	Yes						
		s: Expense Codes	GENERIC			fdExpenseType	50	Yes						
	truction Class		tblINSTIns			fdInstClass	50	Yes						
	intenance : Ta		tblTASKTa			fldTaskClass	50	Yes						
	nufacturer Cla			nufacturers		fldClass		Yes						
	nufacturer Ty	pe		nufacturers		fldManufacturerType		Yes						
	ter Units		tbIMTRMD	efinition		fldUnit		Yes						
	ertime Factor		GENERIC			fldOverTimeFactor		Yes						
	rt Requests: S	itate		questItemNot		fldState		Yes						
I+I Par	rt Types		GENERIC		1	fldPartType	1	Yes						

- 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 marital status code.
  - Note: The sort order is the order in which this will appear in the marital status code drop-down list in BPO. If each marital status 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 4, then it will appear 4th in the drop-down list in BPO.



	Ŧ				Stat	ic Data - BPO	Configura	tor : Versi	on 1.0.0.11	- Example	Company				_		>	<
9	Home Ac	counts Ca	all Centre	Company	Contract [	Departments	Human Res	sources	Inventory	Reporting	g Sales	Scheduling	Security	Services	Static Data	-	8	х
Save La	ayout Work	spaces Sa	Ve Filter	Refresh														
bure co		•																
	Forma	at	A	Cur 』														
Desc	ription				TableName	2		FieldName	2	Size	UserDefina	ble						
9																		
	ustomer: Pay				tblSALSCu			fldPayme			Yes							
	ustomers : In		ds			stomerInvoice		fldInvoice			No							
	ocument type				GENERIC			fldDocTyp			Yes							
	mployee : Acc				GENERIC			fldAccour			Yes							
	mployee : Bar				GENERIC			fldBankNa			Yes							
	nployee : Dep		ationship		GENERIC			fldRelatio			Yes							
▶ ⊟ En	mployee : Mar	rital Status			GENERIC			fldMarital	Status	50	Yes							4
	Codes																	1
	۹ Code	CodeDes	scription		CodeType	Status	SortOrde	r										
	۴																	
	DIVORCE	Divorced	1		None	A		1										
	MARRIED	Married			None	A		1										
	SINGLE	Single			None	A		1										
-	I WDWD	Widowed			None	A		0. 🗘										J
	mployee Occu				GENERIC				ationCode	50	Yes							
	uman Resour		s			ainingMaster		fldTrainCo		50	Yes							
	uman Resourc				tblEMPLCr			fldCraftN			Yes							
	uman Resourc					iftExceptions			ionCategory		Yes							
	uman Resourc		e Codes		GENERIC			fldExpens			Yes							
	struction Clas				tblINSTIns			fldInstCla			Yes							
	aintenance :				tbITASKTa			fldTaskCla	ass		Yes							
	anufacturer (					nufacturers		fldClass			Yes							
	anufacturer 1	ype				nufacturers			acturerType		Yes							
	eter Units				tbIMTRMD	efinition		fldUnit			Yes							
	vertime Facto				GENERIC			fldOverTi	meFactor		Yes							
	art Requests:	State				questItemNote		fldState			Yes							
+ Pa	art Types				GENERIC			fldPartTy	pe	1	Yes							

- When you have finished adding the new marital status 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.



	Ŧ		Stat	tic Data - BPC	) Configurator : V	ersion 1.0.0.11	- Example	e Company				_			×
9	Home Acc	ounts Call Centre Comp	oany Contract	Departments	Human Resource	s Inventory	Reportin	g Sales :	Scheduling	Security	Services	Static Data	-	₽	2
Save I	avout Works	paces Save Filter Refre	sh												
	•														
	Forma	t 🛛 🖌 Cur						1							_
Des	cription		TableNam	e	FieldN	lame	Size	UserDefinat	le						
/															
	Customer: Paym		tblSALSCu			mentMethod		Yes							
	Customers : Inv			stomerInvoice		oiceMethod		No							
	Document types		GENERIC			сТуре		Yes							
	Employee : Acco		GENERIC			countType		Yes							
	Employee : Bank		GENERIC			nkName		Yes							
	Employee : Depe Employee : Mari	endant Relationship	GENERIC		fidRel			Yes					_		
		tal Status	GENERIC		fidMa	ritalStatus	Update					×			-
	Codes						_								al
	۹ Code	CodeDescription	CodeType	Status	SortOrder	_	?	Are you su	ire you wa	ant to save	changes to	this code?			4
	9					_									
	DIVORCE	Divorced	None	A		1		-							
	MARRIED	Married	None	A		1			Yes		No	Cancel			
	SINGLE	Single Widowed	None	A		1									
	I WDWD			A											1
	Employee Occup		GENERIC			cupationCode		Yes							
	Human Resource			ainingMaster		inCode		Yes							
	Human Resource		tblEMPLCr			aftName		Yes							
		es : Leave types		iftExceptions		ceptionCategory		Yes							
		es: Expense Codes	GENERIC			penseType	50								
_	Instruction Class	-	tblINSTIns			tClass	50								
_	Maintenance : T		tbITASKTa			skClass	50								
	Manufacturer Cl			nufacturers	fldCla		50								
_	Manufacturer Ty	/pe		nufacturers		nufacturerType	50								
Ξ	Meter Units		tbIMTRMD	efinition	fldUni	-		Yes							
-	Overtime Factor		GENERIC			erTimeFactor		Yes							
	Part Requests: 5	state	tbIINVNRe	questItemNot	es fldSta	ite	10	Yes							
Ð.	Part Types		GENERIC		0.1-	tType		Yes							

- The new marital status code will be **saved** and a **new row** will be added to the **Codes** data grid.
- Collapse the Codes frame.



## Static Data Employee Marital Status

	Ŧ			Stat	ic Data - BPO	) Configura	tor : Versi	on 1.0.0.11 -	Example	Company				_		)	×
9	Home Acco	ounts Call Centre	Company	Contract [	epartments	Human Res	sources	Inventory	Reporting	) Sales	Scheduling	Security	Services	Static Data	-	8	Х
eve La	yout Worksr	paces Save Filter	Refresh														
Descr	ription		Curri a	TableName	2		FieldNam	2	Size	UserDefina	ole						-
⊡ Cu	ustomer: Paym	ent Method		tblSALSCu	stomers		fldPavme	ntMethod	10	Yes							
	ustomers : Invo			tblSALSCu	stomerInvoice	Method	fidInvoice		10	No							
⊕ Do	cument types			GENERIC			fldDocTyp	)e	50	Yes							
🕀 Em	nployee : Acco	unt Type		GENERIC			fldAccour	ntType	50	Yes							
± Em	nployee : Bank	Name		GENERIC			fldBankNa	ame	50	Yes							
🕀 Em	nployee : Depe	endant Relationship		GENERIC			fidRelatio	n	50	Yes							
🖃 Em	nployee : Marit	al Status		GENERIC			fidMarital	Status	50	Yes							
	Codes																
	۹ Code	CodeDescription		CodeType	Status	SortOrde	r										1
	9																1
	DIVORCE	Divorced		None	A		1										
	MARRIED	Married		None	A		1										
	SINGLE	Single		None	A		1										
	WDWD	Widowed		None	A		1										
1	Ø.																
Ð Em	nployee Occup	ation Code		GENERIC			fldOccupa	ationCode	50	Yes							
Đ Hu	man Resource	es : Courses		tblEMPLTra	ainingMaster		fldTrainCo	ode	50	Yes							
Ð Hu	iman Resource	s : Crafts		tblEMPLCr	afts		fldCraftN	ame	50	Yes							
± Hu	iman Resource	s : Leave types		tblEMPLSh	ftExceptions		fldExcept	ionCategory	50	Yes							
± Hu	uman Resource	s: Expense Codes		GENERIC			fldExpens	eType	50	Yes							
🗄 Ins	struction Class			tblINSTIns	tructions		fldInstCla	ISS	50	Yes							
± Ma	aintenance : Ta	ask Class		tblTASKTa	sks		fldTaskCl	ass	50	Yes							
± Ma	anufacturer Cla	ass		tblINVNMa	nufacturers		fldClass		50	Yes							
± Ma	anufacturer Ty	pe		tblINVNMa	nufacturers		fldManufa	acturerType	50	Yes							
Đ Me	eter Units			tbIMTRMD	efinition		fldUnit		50	Yes							
± Ov	vertime Factor			GENERIC			fldOverTi	meFactor	4	Yes							
- D-	rt Requests: S	state		tblINVNRe	questItemNot	es	fldState		10	Yes							

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